

**POLK COUNTY BOARD OF COUNTY COMMISSIONERS**

**JOB DESCRIPTION**

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JOB TITLE:	<b>Senior Buyer</b>	SOC CODE:	<b>13-1022</b>
FUNCTION:	<b>Business &amp; Financial Operations</b>	PG:	<b>13</b>
DIVISION:	<b>Procurement</b>	FLSA:	<b>Exempt</b>
SECTION:	<b>Buyer</b>	PN:	<b>128</b>

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**Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:**

**MAJOR FUNCTION**

Leads complex procurement efforts for goods and services across County departments. Develops and coordinates competitive solicitations, ensures compliance with procurement policy and state regulations, and delivers responsive, high-quality procurement services that support County operations.

**ILLUSTRATIVE DUTIES**

***Solicitation and Contract Preparation***

- Reviews scopes of work, technical specifications, and special conditions submitted by departments.
- Drafts and issues Invitations for Bid (IFBs), piggyback agreements, and related solicitation documents for commodities, services, and demolition projects.
- Conduct pre-bid meetings and vendor communications to clarify procurement requirements.

***Procurement Evaluation and Award***

- Analyzes bids and quotes to identify responsive and responsible vendors.
- Prepares award recommendations and supporting documentation for supervisor review.
- Finalizes procurement actions in accordance with policy thresholds and division standards.

***Compliance and System Management***

- Reviews and approves small purchases and commodity piggybacks for all divisions.
- Monitors small purchase reporting to ensure compliance with spend limits.

- Maintains accurate bid and contract records using the County’s contract management system (e.g., Novatus).
- Serves as the P-card administrator, ensuring adherence to usage policies and reconciliation requirements.

### ***Training and Support***

- Conducts procurement training for County staff to promote consistency and compliance.
- Serves as a liaison to departments, divisions, and vendors for procurement-related questions and guidance.

### ***Additional Duties***

- Performs other related duties as required to support procurement operations and ensure service continuity.

## **KNOWLEDGE, ABILITIES AND SKILLS**

- Drafts clear and compliant bid documents and solicitation materials.
- Interprets procurement policies, procedures, and legal requirements.
- Analyzes vendor responses and makes data-informed award recommendations.
- Delivers formal and informal training to employees on purchasing procedures.
- Maintains accurate records using procurement systems and databases.
- Communicates effectively across departments and vendor networks.
- Manages time efficiently and adapts to shifting priorities.
- Builds collaborative relationships with colleagues, customers, and vendors.
- Uses Microsoft Word, Excel, and contract management tools to support purchasing activities.

## **MINIMUM QUALIFICATIONS**

Bachelor’s degree from an accredited college or university in Public Administration, Business Administration, or a related field

At least two (2) years of experience in purchasing, procurement, or contract administration

Possession of a valid driver’s license and ability to obtain a Florida driver’s license upon employment

**SPECIAL REQUIREMENTS**

All employees will be required to work before, during, or after an emergency. During an emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

**FOR HR USE ONLY:**  
UPDATED: 07/22/2025 MRB

## **Acknowledgment & Commitment**

By signing below, I confirm that I have read and understand this job description. I meet the required qualifications and possess the necessary knowledge, skills, and abilities to perform the essential functions of this role.

I also acknowledge that fulfilling these responsibilities—including responding as needed during emergencies—is a condition of my employment with the County.

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**Signature**

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**Date**