

Job Title: Procurement Specialist III

Requisition ID **625** - Posted - **United States - Florida**

FLSA Exemption Status

Exempt

Summary

Performs advanced procurement activities involving complex, high-value, or high-risk procurements. This role requires strong judgment, deep knowledge of procurement regulations, and the ability to guide stakeholders on procurement strategies.

Employees in this class report to a designated supervisor and perform work with moderate direction. This classification is distinguished from lower levels by its focus on difficult, complex, and high-cost procurement assignments.

Examples of Work

Manages complex and high-value procurements, including evaluation, compliance, and contract execution.

Ensures adherence to procurement regulations, policies, and audit requirements.

Advises departments on sourcing strategies, procurement methods, and vendor selection

Drafts, negotiates, and manages contracts and amendments.

Provides training and guidance to staff and stakeholders on procurement processes.

Reviews and ensures compliance with procurement activities, including p-card and purchasing controls.

Administers the p-card program, including reviewing p-card purchases for accuracy and compliance.

Attends work on a continuous and regular basis.

Examples of Work (continued)

Non-Essential Functions:

Performs special assignments, tasks, and projects of a highly complex or sensitive nature.

Assists with onboarding and training of Procurement Division staff, including preparing procurement-related training materials and documentation for use by GRU departments.

Provides training and educational support to GRU personnel and/or outside vendors on procurement processes, including developing materials and instructional resources.

Required to respond in emergency conditions.

Performs other duties as assigned.

Education

Candidate should possess:

High school degree or possession of an acceptable equivalency diploma, and four (4) years of procurement-related experience; or

An Associate's degree from an accredited educational institution in accounting, business administration, economics, finance, procurement, or related field; and four (4) years of procurement-related experience; or
A Bachelor's degree from an accredited educational institution in accounting, business administration, economics, finance, procurement or related field; and three (3) years of procurement-related experience; or
A Master's degree from an accredited educational institution in accounting, business administration, economics, finance, procurement or related fields, and two (2) years of procurement-related experience.

Experience

Minimum of four (4) years of procurement-related experience dependent on the candidate's level of education, preferably in a large-scale, public-sector environment where contracts are awarded through a competitive bid process.

GRU Competencies

Adaptability, Flexibility, Fostering Innovation

Contributes to Achieving GRU's Mission: GRU will provide safe, reliable, competitive utility services in an environmentally responsible manner and will actively contribute to the enhancement of the quality of life in our community

Customer Focus

Role Specific Competencies

Problem-solving, Analysis, & Reasoning

Self-Management

Professional Technical Competency

Certifications

None

Knowledge, Skills, and Abilities

Thorough knowledge of office procedures, business English, spelling, and commercial mathematics.

Extensive knowledge of purchasing principles and practices, including municipal procurement rules, regulations, and applicable State Statutes governing public meetings, public records, and ethics.

Considerable knowledge of commodity types, grades, pricing, and market trends within assigned procurement areas.

Basic knowledge of governmental budgeting and financial procedures.

Basic knowledge of enterprise resource planning (ERP) systems and their role in the procurement process.

Ability to prepare specifications, analyze quotations and bids, and perform all related purchasing functions.

Ability to maintain accurate records and prepare clear, concise reports.

Ability to communicate effectively, both orally and in writing.

Ability to utilize ERP systems and financial software to prepare and issue purchase orders.

Ability to create, negotiate, execute, and manage contracts and amendments.

Ability to work effectively with co-workers, Utility staff, vendors, and the general public.

Strong organizational skills.

Proficiency with technical tools and software including Microsoft Office Suite, Adobe, SAP, and DocuSign.

Strong customer service skills.

Effective problem-solving skills.

Knowledge, Skills, and Abilities (continued)

Physical Requirements

Required to work during emergency conditions.

Sitting - Continually

Speaking - Often

Climbing - Occasionally

Driving - Occasionally

Far Vision Acuity - Often

Fine Manipulation - Often

Foot or Leg Controls - Often

Gross Manipulation - Often

Hearing - Often

Keyboarding - Continually

Lifting or Carrying >50 lbs. - Rarely/Never

Near Visual Acuity - Often

Normal Color Vision - Often

Peripheral Vision - Often

Pushing or Pulling > 50 lbs. - Rarely/Never

Reaching Overhead-Occasionally

Standing or Walking - Occasionally

Stooping, Kneeling, or Crawling - Occasionally

Reaching Above Shoulder Level - Occasionally

Environmental Requirements

Required to work during emergency conditions.