



City of Palm Bay
Support Services Coordinator - Procurement

SALARY	\$29.95 Hourly \$62,292.00 Annually	LOCATION	Palm Bay, FL
JOB TYPE	Full-time	JOB NUMBER	2773
DEPARTMENT	Procurement	DIVISION	Administration
OPENING DATE	05/19/2026	CLOSING DATE	6/1/2026 11:59 PM Eastern
FLSA	Non-Exempt	BARGAINING UNIT	General Employee

MINIMUM TRAINING & EXPERIENCE

The following education and experience will be accepted:

- Associate degree or higher in business, management, procurement, or closely related field plus five (5) years of experience in accounting, procurement, records management and administrative work; OR
- High School Diploma plus nine (9) or more years of work experience in accounting, procurement, records management and administrative work.

Supervisory experience required. Experience with governmental procurement programs, public records, and warehouse operations preferred. Must possess a valid Florida driver’s license and have and maintain an acceptable driving record.

EMERGENCY DECLARATION STATUS

Code 2: Non-essential employees will not be required to work during a declared emergency but may be required to work during an undeclared emergency or in the aftermath of an event associated with a declared emergency. On an incident-by-incident basis, the employee's Department Head will make the determination when the employee will be required to work and if they are re-assigned based on the needs of the City.

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional and supervisory work supporting various departmental activities. Work involves managing the procurement administrative and operational activities for the department to include: assisting the Chief Procurement Officer (CPO), providing support services for all Department staff members; serving as the business liaison for the department, promoting events and external communication; obtaining quality materials and services at the best possible price and value; developing the department’s budget for review by the CPO; monitoring and reporting performance metrics for the Department; serving as the subject matter expert on all Procurement software,

including ERP system, contract database, electronic document management, and solicitation distribution. Acts as the City's Surplus Property Coordinator. Independent judgment and initiative are required in performing assigned duties. Reports to Chief Procurement Officer.

SPECIFIC DUTIES & RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Functions as the Department subject matter expert for all procurement software, to include problem resolution, training, assisting Procurement Agents, assisting user departments and updating information. Includes but is not limited to ERP system, contract database, electronic document management, and solicitation distribution, including ADA compliance as dictated by City policies.

Administer the City's disposal program for surplus property to include equipment, materials supplies and scrap metal.

Purchasing Card Administrator. Responsible for administering the City's Purchasing Card program to include, card issuance, on-line program administration and reporting, assistance and training to all end-user department card holders.

Department representative for the Purchasing Card program. Complies with audit requests. Completes end-of-month reconciliation of statements and processes for payment.

Assists in development of the budget. Prepares all forms and documentation necessary in the budget process and ensures such tasks are completed within assigned deadlines. Monitors and reports revenue and expenditures.

Develops, implements and coordinates educational and public outreach programs for the department; continuously refines and revamps the programs as necessary to include current content and departmental focus.

Promotes the official mission of the department through educational presentations, public involvement, and web site development for programs, events, and activities.

Responsible for coordination with Information & Technology (IT) to regularly maintain and update the Procurement Department's website and intranet sites.

Researches, projects, develops and tracks department-wide procurement needs in the annual budget process; updates and prepares reports as required.

Manages all procurement for the department. Reviews and coordinates procurement activities to expedite the purchasing process. Monitors the purchase order process to expedite procurement. Prepares and maintains files and records on all purchasing activities.

Manages all accounts payable for the department. Reviews and verifies invoices for accuracy, processes invoices for payment, monitors expenses. Assists in resolution of questions relating to shipments, material receipts, invoices and payments. Maintains files and records on payments.

Manages inventory. Prepares and maintains inventory records and files. Identifies inventoried equipment during the procurement process. Oversees annual reconciliation. Administers and coordinates disposal of surplus items. Analyzes inventory records and assists in projecting replacement needs for the department's equipment.

Departmental liaison for electronic devices, including smart/cell phones, air cards, GPS devices.

Departmental liaison for fleet maintenance, if needed. Maintains records of department vehicle assignment. Monitors fuel usage. Coordinates new vehicle purchases. Works with Fleet Services to expedite repairs. Assists with analyzing trends for operation and maintenance costs.

Performs special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with outlined goals and objectives as assigned by the Department Director.

Plans, develops, and coordinates the implementation of the Division's written policies and procedures for integration with the goals of the Department.

Assigns, trains, and directs activities of support personnel, ensuring adherence to established laws, ordinances, policies, procedures and standards; assists and advises subordinate, as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Management.

Assists and instructs subordinates, as necessary, and resolves problems. Implements procedural changes as necessary to improve efficiency.

In the absence of the administrative assistant, performs clerical responsibilities such as: opening and distributing mail and routing packages; maintaining inventory of office supplies; preparing department purchase requisitions; assisting in the management of Department shared calendars and schedules for meetings, conferences and appointments; researching or assisting in technical or administrative topics and preparing reports.

ADDITIONAL JOB FUNCTIONS

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary that are a logical assignment to the position.

Employer

City of Palm Bay

Address

120 Malabar Road

Palm Bay, Florida, 32907

Phone

(321) 952-3421

Website

<http://www.palmbayfl.gov>

Support Services Coordinator - Procurement Supplemental Questionnaire

*QUESTION 1

Do you possess a valid Driver's License and maintain an acceptable, safe driving record?

- Yes
 No

*QUESTION 2

This position requires experience in accounting, procurement, records management and administrative work. Which best describes the highest level of education you have completed?

- Master's Degree in business, management, procurement or a related field.
 Bachelor's Degree in business, management, procurement or a related field.
 Associates Degree in business, management, procurement or a related field.
 Degree in unrelated field.
 High School Degree or GED.
 None of the above.

*QUESTION 3

How many years experience do you have in accounting, procurement, records management and administrative work?

- None
 Less than 5 years
 5 to 8 years
 9 years or more

*QUESTION 4

Do you have supervisory experience?

- Yes
 No

*QUESTION 5

Do you have experience with governmental procurement programs, public records and warehouse operations?

- Yes
 No

* Required Question