

CONTRACT OFFICER

MAJOR FUNCTION

This position assists the Director in the operation and management of procurement and contracts and disposition of materials, services, and contract for County government departments.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Responsible for strategic long and short term planning in conjunction with the Director.
- Ensures statutory provisions related to procurement are complied with on all County purchases.
- Maintains current knowledge of trends and developments in governmental purchasing and procurement for application to responsibilities under charge.
- Assists Director in developing, implementing and maintaining purchasing policies and procedures.
- Assists Director in the development of economies of scale for all County purchases.
- Assists Director in revising existing bid process.
- Develops, implements, and maintains related policies and procedures.
- Assists Director in acting as gatekeeper for new construction and capital improvement projects.
- Supervises the contract administration program, overseeing and controlling all County contracts and agreements.
- Supervises the Procurement and Contract Analysts and Procurement Technician in implementing formal and informal solicitations for goods and services.
- Supervises office personnel in the day to day operations of the department.
- Responsible for ensuring proper instruction for County employees on proper purchasing procedures.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CONTRACT OFFICER

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, elected officials and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more) with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor Degree from a four year college or university; prefer one to two years related experience and training, or course work toward Certified Professional Public Buyer (CPPB); CPPB or Certified Purchasing Manager (CPM) or Certification in Contract Management may substitute for a portion of the required education; or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

CONTRACT OFFICER

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and department programs.
- Functions independently as an expert in matters of code, rules, policy, analysis, advanced budgetary, accounting systems.

Specialized Skills and Abilities

- Ability to apply purchasing and procurement procedures, rules and regulations, and the ability to comprehend, interpret, analyze and apply such provisions.
- Understanding and interpreting market prices and trends and in applying interpretations to procurement problems.
- Knowledge and understanding of the application of sound organizational practices and quality management.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, and to lift up to twenty-five pounds; and will frequently be required to sit, and talk or hear. Special vision requirements include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in outdoor weather conditions. The noise

CONTRACT OFFICER

level for this environment is moderate.

Established: 10/2005

Pay Grade: 19

Job Description Number: 1183

Category: 1

Status: E

Revised: 10/20/09