

PROCUREMENT AND CONTRACT ANALYST

MAJOR FUNCTION

This is responsible specialized work in the procurement of diversified commodities and services in connection with the County's needs. Employees in this classification are responsible for acquisition of goods and services for the County in a cost effective, time efficient manner.

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.

- Procures various commodities and services by requesting phone quotes, formal quotes, formal bids, or request for proposals depending upon estimated dollar amount.
- This position manages the contract administration program for various large projects including a wide variety of commodities and services.
- Composes specifications for formal solicitation purposes. Prepares bid packets, RFP's, RFQ's, and public advertisement of bid tabulations.
- This position will perform general office functions as well as skilled legal clerical work.
- Attends pre-bid conferences and bid openings. Manages the evaluation of solicitation responses and preparation of agenda items.
- Conducts research for product specifications, vendor information and statutory requirements.
- Responds to public record requests in accordance with statutory/regulatory requirements.
- Formulates specific terms and clauses for inclusion in the contract documents specifically related to changes in statutory requirements.
- Prepares various detailed contract documents, and bonds, prepares various notices to vendors. Tracks the execution progress of contracts and the recording of bonds associated with each contract.
- Responsible for conducting negotiation and contract dispute meetings. Schedules and documents site visits and end of contract reports.

PROCUREMENT AND CONTRACT ANALYST

- Manages the coordination and tracking of contract renewals and amendments and issuing notices for same.
- Detailed inspection/reading/editing and verifying documents. Prioritize and analyze data.
- Management of contract files and records.
- Initiates strategies for future procurement opportunities.
- Manages and is responsible for obtaining contract and vendor evaluations as required.
- Responsible for entering contracts and contract information onto County website.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees including upper management personnel and elected officials.

SUPERVISION

No direct supervision. Works independently on departmental executive, professional, technical, or administration functions with responsibility for all planning of work to attain assigned objectives. Makes major decisions limited only by department policies, procedures and regulatory requirements and/or standards, and proceeds along lines of own initiative. Highly responsible position as decisions made at this level have a widespread effect.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED) with a minimum of one year experience in working with government purchasing and working with formal and informal bid documents and contract management.

Licenses

Possession of a valid Florida Divers License.

Certifications

Course work towards Certified Professional Public Buyer (C.P.P.B.).

JOB SKILLS

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

Language Skills

- Ability to read, analyzes, and interprets general business periodicals, legal documents, 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.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures. Study manual work process to determine most effective methods as essential tasks.
- Employee decisions regarding what needs to be done involve the exercise of judgment in applying the principles of an occupation or profession and departmental policy and objectives, to changing situations, and may involve new

PROCUREMENT AND CONTRACT ANALYST

or unusual problems. This level requires creativity as it relates to addressing technical problems/issues.

Specialized Skills and Abilities

- Ability to prioritize workload based on needs of requesting county departments.
- Ability to recognize correct and legal verbiage in bid specification and contract documents.
- Must have knowledge of large scale purchasing methods and procedures and of the laws, rules, and regulations within the county and state governing the ethical purchase of commodities and services.
- Direct customer service to both county employees and the public by phone and in person. Must be able to communicate clearly and courteously to assist others.
- 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.
- Requires knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Requires the knowledge of the functions, operations and structure of county government. Ability to learn, interpret, and apply local ordinances and resolutions
- Ability to write excellent business English.
- Ability to use a computer to input, access, and retrieve information.
- Ability to perform high level analysis of contract and bid documents.
- Ability to work independently
- Ability to work efficiently, accurately, and independently in an atmosphere of frequent interruption.
- Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation.

PROCUREMENT AND CONTRACT ANALYST

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 use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate.

Established: 1/2009	Category: 5
Pay Grade: 13	Status: E
Job Description Number: 5127	Revised: