

# City of Lake City, FL

## Classification Description

Classification Title: DIRECTOR OF PROCUREMENT  
Department: PROCUREMENT

Pay Grade: ~~16~~-13  
FLSA Status: Exempt

### General Description

This is a management level position involving the planning and administering of programs and activities of the Procurement Department and supervising the operations and the employees of the Procurement Department.

The Procurement Director works with outside consultants, vendors, and contractors and must have the ability to develop working relationships with the general public as well, ensuring a professional image to the general public; and must have the ability to analyze and appraise data related to purchasing and procurement business decisions and policies. Work is performed under the general direction of the City Manager.

### Nature of Work

#### Essential Functions:

- Establishes best practices and procedures for procurement and other department personnel.
- Directs the solicitation of competitive bids and proposals including organizing and assisting in developing necessary specifications, scope of work, terms and conditions to be included in the formal bid request and/or sole source negotiated procurement.
- Obtains quotes, draft specifications, and administers sealed bid procedures, request for proposal, and request for qualifications.
- Assists in the preparation of contractual agreements, reviews language and prepares modifications and re-drafts as required.
- Ensures procurement documents are properly completed and the terms and conditions of purchases are appropriate.
- Analyzes leases, contracts, agreements and terms and conditions to assure clarity, protection and enhancement of the City's interest.
- Interprets contracts and determines where legal assistance is required.
- Conducts workshops for user departments, receives and answers request for information regarding procurement services, provides training to user department personnel pertaining to procurement policy procedures.
- Performs non-discriminatory evaluation of performance of employees.

- Ensures department records are maintained and that purchases are followed up or expedited when required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Ability to plan, coordinate and direct the work of all personnel employed in the operation of the Procurement Department;
- Knowledge of office practices and procedures, business English, spelling and commercial arithmetic;
- Knowledge of computers and relevant software;
- Knowledge of governmental budget procedures;
- Ability to keep records and prepare reports; and
- Ability to work effectively with co-workers and the general public.

**Minimum Qualifications:** Requires graduation from an accredited four-year college or university with a Bachelor's Degree in political science, marketing, public relations, public administration, communications, or related field, or a Certified Professional Public Buyer (CPPB) issued by the Universal Public Procurement Certification Council (UPPCC), and five years of experience in purchasing, public relations, communications, or related field. This position must possess a valid Florida Driver's License.

## **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

### **Environmental Conditions:**

- Works inside in an office environment.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and

**DIRECTOR OF PROCUREMENT**

reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature