

PROCUREMENT ANALYST COORDINATOR

Job Code	Pay Grade
08458	CL17

Nature of Work

This is professional work requiring the incumbent to perform purchasing work independently as an individual contributor on the complete range of pre-award and post-award procurements. Tasks include both standard and complex initiatives to procure commodities, services, equipment, and supplies for Pinellas County. The incumbent performs negotiation and completes tasks encompassing the full range of procurement services. The incumbent assists in the implementation and comply with requirements implementing Consultant's Competitive Negotiation Act (CCNA) procurements and other programs or projects as assigned and may include the Purchasing Card Program. The incumbent is required to exercise considerable independent judgment and initiative in developing contract specifications, bid and proposal solicitation, contract monitoring and administration; however, very critically important and sensitive determinations and decisions may require guidance and coordination at a higher level. The incumbent applies rules, regulations, and policies with a high degree of professionalism and independence throughout the procurement process. An incumbent may continue to perform Procurement Analyst Coordinator functions for an indefinite time or non-competitively advance to Procurement Analyst, Lead at the discretion of the appointing authority. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 4 years purchasing, procurement, and acquisition experience that includes 1 year experience in high volume, major, and complex acquisition matters that includes professional leadership experience in procurement. Preference will be given to candidates actively pursuing or awaiting formal designation by the Universal Public Purchasing Certification Council's (UPPCC) as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) certification designation; or
- Associate's degree in finance, accounting, business administration, marketing, public administration, or related field and 2 years experience as described above; or
- Bachelor's degree plus at least one or more employment experience for any minimum or longer length of time related to the above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference will be given to candidates who possess the Certified Professional Public Buyer or Certified Public Purchasing Officer (CPPO) certification.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department
- Other highly desirable knowledge, skills, abilities, and credentials relevant to this position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Delivers procurement support and services by teaming with various county department users to determine means and methods for requesting and completing procurement orders of commodities, materials, supplies and equipment.
- Administers bidding and proposal process and contracts for supplier performance/compliance within established limits (for example, analyzes and organizes data to prepare specifications, evaluate bids and proposals, recommend suppliers, facilitate bid and proposal evaluation meetings) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements including construction projects.
- Administers contracts and provides contractual advice and interpretation of policies and procedures to include identifying circumstances when a procurement action may be subject to modification or require change and performs needs assessment to define requirements for contracts; as well as determines the contractual procedures to be utilized.

PROCUREMENT ANALYST COORDINATOR (continued)

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Illustrative Tasks (continued)

- Advertises formal bids and solicits quotations; determines when pre-bid conferences are required and presides over them.
- Conduct negotiations with suppliers to establish fee schedules and contract prices that are consistent with prevailing market conditions.
- Defines, advertises, evaluates proposals, and negotiates with parties to complete acquisitions and projects.
- Participates in pre-commencement and pre-construction meetings with county departments and other stakeholders to provide contractual advice and interpretation of policies and procedures.
- Prepares and issues purchase orders; expedites orders when necessary.
- Prepares terms and conditions as well as other documents pertaining to contracting process.
- Prepares complex specifications, legal advertisements, invitations to bid, Request for Proposals, agreements and options of renewals.
- Prepares documentation for contract awards, amendments, and change orders.
- Interprets contracts, warranty statements, terms/conditions, and legal documents.
- Reviews and forecasts market trends and perform price/cost analysis as necessary.
- Reviews historical data for each assigned commodity class and develops a plan to provide advantageous prices and expeditious delivery through an effective balance of term contracts, blanket purchase orders and open market purchases.
- Survey markets to determine best source, new sources, market conditions and trends.
- Works with department users to evaluate bids to assure compliance with purchasing policies and regulations while fulfilling department needs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge and ability to apply advanced purchasing techniques, business practices, local, state and federal laws, rules, and regulations governing the procurement of commodities and services including construction.
- Knowledge of contract documents, solicitation methods, contract administration and contract negotiation.
- Knowledge of infrastructure project delivery methods, including design-bid-build, design-build, construction manager-at-risk, and job order contracts.
- Knowledge of methods and procedures concerning formal bid procedures, Request for Proposals and recommendations for bid/Request for Proposal awards.
- Skills in basic math and accounting to perform computations to perform cost and price analysis.
- Ability to utilize general office and procurement related computer applications and software.
- Ability to apply sound judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature and make difficult decisions
- Ability to build and manage effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to complete assignments independently researching and preparing highly complex specifications, solicitations and contract documents.
- Ability to effectively communicate orally and in writing and to convey complex and technical subjects in a clear, concise manner.
- Ability to evaluate contract performance of provider business organizations.
- Ability to maintain positive relations between elected officials, associates, vendors, suppliers, members of the public, business associates, and others.
- Ability to accomplish heavy workloads and be flexible to meet unforeseen changes in deadlines, priorities, and requirements, multi-task and adhere to tight timelines.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified/Excluded