

PROCUREMENT ANALYST, LEAD

Job Code	Pay Grade
08460	CL19

Nature of Work

This is advanced professional purchasing work requiring the incumbent to perform as an expert in a leadership role on extremely complex initiatives to procure commodities, services, equipment and supplies for Pinellas County's major high dollar procurements. Tasks require advanced competency and working knowledge of local, state and national procurement methodologies and technologies necessary to keep up with current and future market trends related to request for proposals and negotiations. Incumbent performs complex negotiation, leadership, and facilitates major procurement activities. The incumbent interacts professionally while maintaining effective working relationships with superiors, coworkers, company representatives, and government officials. The incumbent may be responsible for Consultant's Competitive Negotiation Act (CCNA) procurements and other programs or projects as assigned that may include the Purchasing Card Program. The incumbent guides and assists others and trains, leads, and facilitates groups and individuals in difficult interactions among stakeholders, especially in major procurement negotiations. Incumbent leads teams in county wide strategic sourcing initiatives and takes responsibility for requests for procurement (RFP) development, managing the RFP process, negotiation, and award of contracts. Incumbent implements rules, regulations, and policies with a high degree of professionalism and works independently taking a proactive approach from the initial customer request throughout the procurement process. The incumbent may be assigned staff supervisory responsibility. The position reports to a senior management official, supervisor or designee.

Minimum Qualification Requirements

- Must possess a Universal Public Purchasing Certification Council's (UPPCC) Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) certification designation prior to appointment and 6 years purchasing, procurement, and acquisition experience that includes 2 year experience in high volume, major, and complex acquisition matters that includes 1 year of formal leadership, supervisor or manager experience in procurement; or
- Associate's degree in finance, accounting, business administration, marketing, public administration, or related field plus the above professional certification and 4 years experience as described above; or
- Bachelor's degree plus the above professional certification and 2 years of acquisition experience as described 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 may be given to those holding National Institute of Governmental Purchasing (NIGP) Certified Professional Public Buyer designation in combination with the Universal Public Purchasing Certification Council's (UPPCC) Certified Professional Public Buyer (CPPB); Certified Public Purchasing Officer (CPPO); and other National Incident Management System (NIMS) mission related courses.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Administers and assists more senior managers in determining department strategic operating plans, practices; may interpret and manage CCNA procurement, negotiations and contract administration including sourcing activities, the sourcing process, and methodology ensuring CCNA compliance to maximize buying power and minimize inefficiencies.
- Manages and facilitates CCNA evaluation meetings and oversight as well as manage CCNA evaluator training to maintain a ready pool of trained evaluators and subject matter experts.
- Interprets regulations and requirements to provide management strategic analysis and business solutions to procurement related acquisition planning and business operations problems.

PROCUREMENT ANALYST, LEAD (continued)

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Illustrative Tasks (continued)

- 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.
- Participates in pre-commencement and pre-construction meetings with county departments and other stakeholders to provide contractual advice and interpretation of policies and procedures.
- Conduct negotiations with suppliers to establish fee schedules and contract prices that are consistent with prevailing market conditions.
- Processes purchasing-related information (such as, bid documents, tabulations, requisitions, purchase orders, electronic documentation, product specifications, statements of work, performance terms, contracts) for the purpose of updating and distributing information, authorizing for action and/or complying with established procurement practices.
- Prepares documentation for contract awards, amendments, and change orders.
- Defines, advertises, evaluates proposals, and negotiates as well as leads others taking leadership responsibility for highly visible, controversial, contested, and very complex acquisitions and projects.
- Responsible for the needs analysis process, strategy, benchmarking, vendor identification, and communication of policy and procedures during the RFP process.
- Reads, applies, and interprets complex warranty statements, contract clauses/terms/conditions documents.
- Leads teams through category review, analysis, and procurement selection process.
- Administers contracts and provides contractual advice and interpretation of policies and procedures to include contract modification or required change and performs needs assessments.
- May formally supervise, direct, guide, lead, train, and evaluate team associates when conducting and coordinating department assignments or projects
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of advanced purchasing procedures and methods and general laws, rules, and regulations governing the purchase of commodities and services including construction, CCNA professional services, complex acquisitions, and project management.
- Knowledge of a wide range of commodity groups and vendors providing commercial materials, supplies, equipment, and services.
- Skill in developing solutions to complex procurements and financial or business negotiations.
- Ability to administer and lead others in Consultant's Competitive Negotiation Act (CCNA) compliance.
- Ability to apply general office and procurement related computer applications and software.
- Ability to communicate and present program information to all levels of staff and management and conduct public meetings across multiple audiences including elected officials.
- Ability to interpret and manage a large portfolio of complex sensitive high profile contract negotiations.
- Ability to maintain positive relations between elected officials, associates, vendors, suppliers, members of the public, business associates, and others.
- Ability to train, guide, direct, evaluate, and supervise performance of individuals, staff, and provider business organizations.

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Created	EEOC Code	Overtime Code
5/14	Professionals	Classified/Excluded