



City of Live Oak

Project and Procurement Specialist Position Description

POSITION TITLE	Project and Procurement Specialist
FUNCTIONAL AREA	Finance
PAY RANGE	\$36,810
	\$40,492
CLASSIFICATION	Full-Time; Non-Exempt

General Summary

The Project and Procurement Specialist is a highly specialized administrative position, responsible for coordinating, processing and overseeing all procurement activities for the City, performing research and analyzing results for matters relative to procurement. This position is also responsible for grant management and reporting, and accounting duties.

Supervision Received and Exercised

The Project and Procurement Specialist is supervised by the Finance Director or his/her designee and exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- Prepares specifications and/or scope of work information, as applicable, for all procurement documents, including Invitations to Bid, Requests for Proposals, Requests for Qualifications, etc., with the assistance of departmental staff and/or project consultants when authorized.
- Manages grant contracts for the City, and monitors grant-funded projects for consistency with grant scope; prepares and submits grant reports and contract amendments on schedule.
- Schedules, advertises, facilitates and records required pre-bid/pre-proposal meetings and organizes evaluation committees and committee presentations.
- Prepares bid tabulations and reviews competitive documents received to ensure compliance with the requirements of the procurement solicitation and the City's procurement code; investigates sole source purchases and makes award recommendations.
- Reviews and processes departmental requisitions for goods and services, including routine and emergency requests.
- Reviews contracts for consistency with the approved City resolution(s), and the applicable solicitation, policies and ordinances in advance of the contract execution.

- Regularly conducts market analyses and assesses market conditions and trends to identify and recommend sources and products that are financially advantageous to the City.
- Analyzes in-house purchasing patterns throughout all departments to determine the potential for large scale purchases to reduce costs.
- Maintains a database of City-approved vendors and evaluates vendor performance as needed; tracks all outstanding contracts and coordinates renewal when necessary with departments.
- Facilitate the purchasing process in accordance with all applicable codes and laws.
- Performs other related duties as required by the Finance Director or designee.

Qualifications

Education and Experience

- Bachelor's degree in Public Administration, Business Administration or Finance/Accounting, and three years of procurement experience in the public sector; OR an Associate's degree and five years of procurement experience in the public sector.
- Current certification as a CPP (Certified Public Purchasing) and/or CPPB (Certified Professional Public Buyer) or equivalent combination of education and experience is preferred.
- Must possess a valid Florida driver's license.

Other Required Competencies

- Computer abilities including proficiency in Microsoft Outlook, Word and Excel.
- Knowledge of public procurement principles, methods and procedures.
- Ability to prepare bid specifications and project scope of work; and tabulate and analyze bids.
- Familiarity with construction or construction-related supplies, services and products.
- Ability to communicate well orally and in writing.
- Must possess excellent customer service skills, and be able to deal with people effectively, courteously and enthusiastically.
- Ability to work independently and understand and follow oral and written instructions.

Working Conditions and Physical Factors

- Work is primarily performed indoors in an office environment. Some field work necessary for project and goods or services inspection.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, e-mail and personal contact.

- Requires physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to multi-line telephone system, word processor, calculator, copier, scanner and facsimile machine, etc.
- Requires intermittent sitting, standing, walking, bending, crouching and repetitive motion; occasional lifting of light objects.

The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an Equal Employment Opportunity employer and Drug-Free Workplace.