



JOB OPENING

Procurement Manager

Salary Range: \$72,500 - \$95,800

Closing Date: Open Until Filled

Reports to: Town Manager

Supervises: Various administrative staff and contracted service providers

Full-Time, Exempt position

Summary

The Town of Miami Lakes is seeking an experienced Procurement Manager. This position acts independently to plan, direct, and oversee the procurement function for goods and services for the Town. The Procurement Manager supervises staff/contractors responsible for the acquisition of goods and contractual services. This position works in collaboration with Department Directors, contracted service providers and expert consultants from time to time.

Essential Duties:

- Work involves developing policies, procedures, rules, and regulations for Town wide administrative processes including coordinating compliance with Town procurement ordinance.
- Procures and/or directs the procurement of a variety of goods or services in accordance with applicable federal, state, and municipal laws, regulations and professional standards
- Coordinating the resolution of problems with stakeholders including Town staff, vendors, bidders and proposers.
- Responsible for all aspects of contract management, including contract certification and contract compliance for vendors conducting business with the Town as well as grant agreements with funding agencies.
- Directs the formal and informal solicitations for acquisitions of professional services.
- Reviews and revises contracts, work orders, project agreements and forms to ensure compliance with changing regulations including federal contract requirements.
- Establishes policies and procedures for contract performance monitoring.
- Works closely with the legal department to ensure contract compliance
- Develops performance measures and managing evaluations by analyzing overall performance and identifying key performance indicators for areas of responsibility
- Prepares management reports; may assist with the development, analysis, and review of the Town budget and/or management studies and special projects
- Assesses implements and proposes enhancements to the Town's financial management system to streamline processes and ensure operating departments satisfaction with administrative policies and procedures.
- Coordinates with the Finance Department on invoicing requirements and procedures to help ensure invoicing consistent with contractual requirements, scope, and pricing.



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- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to work independently and collaboratively on complex assignments and to analyze a wide variety of data.
- Knowledge of the Town's Procurement ordinance, procedures, requirements
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of negotiation techniques
- Considerable knowledge of modern governmental purchasing principles, methods, and procedures.
- Considerable knowledge of the formal and informal bid process.
- General knowledge of the current literature, trends, and developments in the field of municipal governmental purchasing.
- Skill in writing specific terms of conditions for contracts.
- Skill in resolving complex, contractual issues.
- Ability to attend meetings, as needed

Minimum Requirements:

Bachelor's Degree in Business Administration, Public Administration or a related field from an accredited college or university and a minimum of three (3) years of progressively responsible government experience reviewing, monitoring, and negotiating contracts and procurement of various services. Master's Degree in related field may substitute for one year of experience. Current certification as a CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer) or CPM (Certified Purchasing Manager) from a Procurement Board or Council is preferred.

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 03/14/19