



## JOB OPENING

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### Procurement Specialist

**Salary Range:** \$40,000 - \$59,000

*Full-Time, Exempt position*

**Closing Date:** Open Until Filled

**Reports to:** Procurement Manager

#### **Summary:**

The Procurement Specialist performs advanced procurement and contract administration work in the acquisition of goods, materials, equipment and contractual services, in accordance with Town policies and applicable laws. Work is performed under the supervision of the Procurement Manager.

#### **Essential Duties**

- Assists in drafting bid specifications and bid invitations as required and appropriate.
- Schedules, advertises, facilitates and records pre-bid/pre-proposal conferences and evaluation committee meetings.
- Prepares evaluation and/or score sheets for vendor responses and prepares and maintains lists of vendors for bidding purposes.
- Reviews contracts and contractor bid proposals for accuracy, compliance and bid responsiveness, including ensuring contracts comply with insurance and bonding requirements.
- Researches and utilizes government contract to procure goods and services.
- Assists with the preparation of Council Memos and Resolutions for bid and proposal award recommendations.
- Provides training and guidance to Town personnel and vendors regarding Town rules, regulations and ordinances as they relate to proper purchasing procedures.
- Facilitates Town's Transparency Initiative through the use of technology.
- Administers existing contracts by determining compliance through performance monitoring; negotiating and writing amendments and revisions to scopes of work and/or specifications if needed; and monitoring and reporting subcontracting activities.
- Responsible for tracking contracts approaching end of their term and coordinates renewal and re-bid with departments.
- Tracks insurance certificates and obtains renewal as required by contract.
- Assists in developing contractor performance measures and managing evaluations by analyzing overall performance, identifying key performance indicators, and composing vendor/contractor ratings.
- Enters procurement data and manages the procurement data in the Town's financial management software program.
- Prepares management reports; assists with the development, analysis, and review of the Town budget.
- Facilitates flow of purchasing information from departments through accounts payable and resolves problems that may arise between Town and vendors regarding billing, product quality, and shipping.
- Additional duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Knowledge of contract law, governmental contracting practices, regulations, policies and techniques.
- Knowledge of procurement practices and techniques, preferably in the public sector.
- Knowledge of contracts, i.e. contract development, contract language, terms, conditions, etc.
- Knowledge of negotiation techniques.
- Knowledge of general methods for evaluating vendor performance.
- Skill in writing specific terms of conditions for contracts.
- Skill in resolving contractual issues.
- Ability to work independently and collaboratively on complex assignments and to analyze a wide variety of data.
- Ability to analyze bids and submittals and develop recommendations for awards.
- Advanced computer skills and knowledge of spread sheets and Microsoft Office products.
- Ability to maintain accurate and systematic procurement records.

6601 Main Street • Miami Lakes, Florida, 33014

Office: (305) 364-6100 • Fax: (305) 558-8511

Website: [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)



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- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public
- Ability to communicate effectively orally and in writing.
- Experience with Tyler Munis a plus.

### **Minimum Requirements:**

Associates degree in Business Administration, Purchasing Management, Public Administration, or related field. Bachelor's degree in Public Administration, Business Administration, Purchasing Management a plus; Two to Four (2-4) years of considerable experience in purchasing/procurement (public sector experience is preferred.); One year of relevant work experience may be substituted for one year of education. Certification as a CPPB (Certified Professional Public Buyer), CPPO (Certified Public Purchasing Officer), or CPM (Certified Purchasing Manager), a plus.

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

*Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test*

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

Approved:06/19/19