



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Chief Procurement Officer  
**Department:** Finance  
**Classification:** 0046  
**Pay grade:** 32E  
**FLSA:** Exempt

**Prepared Date:** 11/2010  
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**Approved By:** Elsa I. Jaramillo-Velez  
**Approved By:** Patrick G. Salerno



### Summary

Directs and oversees the procurement function of goods and services, and solicitations of construction services for the City of Coral Gables. Performs technical and administrative work efficiently operating a centralized procurement system.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises procurement division staff and prepares the annual division budget. Plans, assigns and reviews the work of staff. Provides for any necessary training.

Procures and/or directs the procurement of a variety of goods and services in accordance with applicable federal, State and municipal laws, regulations and professional standards.

Determines procurement strategy for obtaining goods and services or for soliciting capital construction projects in the most effective and efficient manner. Develops/oversees the development of bid and proposal specifications to ensure consistency with department objectives.

Establishes and maintains programs for specification development, contract administration and inspections, testing and acceptance in cooperation with the operating departments.

Prepares legal advertisements and attends pre-bid meetings, bid openings, evaluation committee meetings and other meetings as required.

Assembles evaluation committees to evaluate responses to requests for proposals and requests for qualifications. Participates on evaluation committees as needed.

Analyzes bid tabulations to ensure accuracy and the proper awarding of bids; makes recommendations regarding bids and acceptance of the best option. Makes recommendations to the city manager regarding all contract awards in excess of \$25,000.

Engages in negotiations with vendors to obtain the best competitive price.

Approves all requisitions and manages requisition distribution to buyers. Maintains complete and accurate records of all requisitions, solicitations, purchase orders, contracts, change orders, leases, etc.

Issues purchase orders, change orders, contract modifications and other documents.

Reviews, enforces and signs contracts and leases. Executes all contracts with a value of \$25,000 or less pursuant to the Procurement Code.

Reviews and approves purchase orders.

Assesses the City's need for standard materials, supplies and equipment.

Coordinates the buying functions with stores' warehouses for timely deliveries; manages warehouse activities.

Supervises the records and controls on purchasing and stores transactions.

Directs and oversees the disposition of surplus equipment and property.

Directs and oversees the annual closing inventory process as well as the quarterly inventory activities.

Prepares a variety of reports as well as adopts operational procedures and publishes the procurement manual.

Conforms with and abides by all regulations, policies, work procedures and safety rules.

Performs other related tasks as stipulated in the City Code and/or required by the city manager or department director.

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

Knowledge of the procedures of the City's Procurement division; the procedures, laws, ordinances and insurance policies relating to procurement practices; the procedures, laws, ordinances and insurance policies relating to contracts, contracted services, and contract maintenance; the procedures and laws relating to RFP, RFI, and RFQ development, preparation and application; the procedures and laws relating to processing of bids and RFP's. Knowledge of inventory maintenance requirements and procedures, OSHA requirements, and supervisory practices. Proficiency in the use of a variety of computer programs such as Excel, PowerPoint, and Word.

Ability to oversee and perform all functions of the Procurement division, develop and write RFP's, RFI's, and RFQ's, determine procurement and inventory control needs, write bid specifications and analyze bid quotations. Ability to maintain and process contracts, write reports and correspondence using legal terminology. Good administrative, organizational, verbal and written communication skills are necessary. Ability to communicate effectively and professionally with employees at all levels, City Officials, vendors and the general public. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone, computer, and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as, but not limited to, a personal computer, calculator, copier and fax machine.

Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of a computer. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience**

A Bachelor's Degree in Business Administration, Public Administration, or a related field. Advance degree preferred.

Five (5) years of progressively responsible procurement experience, to include at least three (3) years supervisory experience in a related position is required or an equivalent combination of education and experience.

Experience in municipal procurement preferred.

Valid Florida Driver's license.