

WILTON MANORS JOB DESCRIPTION

POSITION TITLE: Purchasing Coordinator

JOB CODE: 4007

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the job is to provide purchasing coordinator services and citywide purchasing support, and other duties as defined by the Director of Finance. Employees in this job classification function at a professional level to accomplish assigned functions according to established schedules, calendars, projects, and programs of the Finance Department.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs all duties in accordance with the highest ethical standards, and all City, County, State, Federal, and other applicable laws, regulations, and policies.
- Makes recommendations for the development and implementation of policies and procedures for City procurement, contract management, and related activities.
- Reviews contracts, purchase requisitions, purchase orders, and all formal and informal procurement documents and activities for conformance to City policy.
- Monitors and performs periodic testing of departmental compliance with purchasing policies and procedures.
- Confers with City departments to determine procurement needs and prepares specifications and formal Requests for Proposals (RFP), Invitations to BID (ITB), and other procurement documents for the purchase of goods and services.
- Anticipates and schedules procurement needs.
- Schedules, advertises, facilitates, and records pre-bid/pre-proposal conferences and evaluation committee meetings.
- Prepares tabulations and evaluates bids and proposals received.
- Coordinates with City departments numerous activities required to complete large purchasing transactions.
- Assists and advises all City departments with the preparation and processing of requisitions and purchase orders, expediting orders, and problem solving related to deliveries, invoices, exchanges and returns, changes in prices, damaged merchandise and other issues.
- Receives, examines and processes departmental requisitions for routine and non-routine goods and services.
- Reviews emergency requests and investigates sole source and City standard purchases and makes recommendations for award to Finance Director and City Manager.
- Prepares Commission Agenda Reports and Resolutions for bid and proposal award recommendations.
- Identifies cost saving opportunities and process improvements.
- Reviews repetitive purchases for incorporation into contracts which are economically advantageous, such as consolidating annual requirements for commodities common to several City departments.
- Maintains records of goods ordered and received and investigates long-outstanding open purchase orders.
- Maintains and operates the City's computerized Purchase Order system.

Purchasing Coordinator

- Analyzes buying patterns and reviews alternative sources, surveys markets to determine best source, new sources, market conditions, and trends.
- Provides training and guidance to City personnel and vendors regarding City's rules, regulations, and ordinances as they relate to proper purchasing procedures.
- Coordinates with Accounts Payable when necessary to promote good relations with vendors.
- Assists City departments in resolving complaints and problems with vendors.
- Together with the Finance Director, periodically meets with vendors to improve pricing and quality.
- Tracks contracts approaching the end of their term and coordinates renewal or re-bid with departments.
- Assists with annual activities such as year-end purchase order review and closing process.
- Coordinates materials for auctions and on line sites for disposal of surplus materials.
- Coordinates and supervises the periodic inventory of the City's fixed assets.
- Handles special projects as assigned by the Finance Director and Assistant Finance Director.
- Maintains good working relationships with and provides excellent customer service to vendors, City employees, other agencies, and the general public.
- Performs related duties as required to meet the needs of the City.

MINIMUM QUALIFICATIONS

EDUCATION / CERTIFICATIONS / EXPERIENCE

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Associate degree in Business, related field or an equivalent combination of education and experience. Three (3) years' experience working in a decision making purchasing function, preferably in government. Strong organizational skills, spreadsheet and work processing skills, effective communication skills. Ability to deal with the public, City staff, and coordinate large projects. Possess or obtain professional public purchasing certification (CPPO, CPPB, CPSM, CSM).

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Employee Signature

Date