



Town of Southwest Ranches Job Description

Title: **Procurement Officer**
Department: Financial Services
FLSA Status: Exempt
Salary Range: \$58,566.69 - \$99,563.37
Reports to: Town Financial Administrator

General Description

Under general supervision, performs administrative and purchasing work for the Town of Southwest Ranches. Prepares and oversees the Town's procurement process from preparation of bid through award of contract and oversees programs and special projects including risk management compliance as it pertains to bids and contracts. The position plays a vital role in conducting efficient and transparent procurement and contracting for the Town, ensuring compliance with all relevant federal and state laws and Town policies and procedures.

Essential Functions

Procurement & Budget:

1. Compiles bid information and advertises bid in accordance with the Town's policies and State Sunshine laws.
2. Advises prospective bidders of procedure; receives questions, forward to respective departments for responses.
3. Assists in the preparation of the addenda on any advertised RFP, RFQ, Invitation to Bid in accordance with Town Procurement Policy.
4. Responds to companies/individuals requesting bid packages.
5. Prepares procurement schedule of events.
6. Prepares agendas for Selection Committee (SC) meetings.
7. Verifies submittal information for the Bid Opening process.
8. Prepares spreadsheets for SC scoring and "Notice to Award".
9. Prepares documents for Council approval.
10. Updates official documents; scans and files official documents.
11. Revise/Update Purchasing/Procurement Policy and Procedures.
12. Maintains Town's Contract and Vendor tracking matrix.
13. Develop Cash and Paper Bond process.
14. Develop Contract/Insurance/Bond expiration notification process.
15. Staff Liaison to NIGP Southeast FL Purchasing CO-OP.
16. Responsible for Risk Management/Insurance compliance pertaining to bids and contracts.
17. Review legislative landscape as it pertains to Federal, State, and County procurements.
18. Departmental liaison for tracking and assisting with compliance of the Towns capital improvement projects.
19. Manage Encumbrance functions including purchase order issuance



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and tracking.

20. Performs other duties as assigned or required by the Town Financial Administrator or Town Administrator.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

Minimum Qualifications

A. Education and Experience:

Graduation from a four (4) year college/university with a degree in Public or Business Administration, Accounting or related field and three (3) to five (5) years of experience in purchasing (within a municipal government preferred). An equivalent combination of training, education, and experience which provides the required skills, knowledge, and abilities may be substituted for the minimum qualifications.

B. Advisory Board Liaison:

Participates as required.

C. Certifications:

- Possession of a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) or equivalent is preferred. Must obtain CPPB or equivalent within five (5) years of the date of hire.
- ICS certifications in accordance with current NIMS requirements. Must obtain ICS certifications within two (2) years of the date of hire.

D. Knowledge, Abilities, and Skills:

- Must possess excellent oral and written communication skills.
- Working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure. Ability to accurately record and maintain records.
- Excellent interpersonal and customer service skills required.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.
- Establish and maintain effective working relationships with the



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general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status, or political affiliation.

Essential Physical Skills:

Must be physically able to operate a variety of office equipment including copier, computer, etc. Physical demand requirements are those for sedentary work. Light work usually requires walking or standing to a significant degree. Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, sitting, walking, standing, and bending.

Environmental Conditions:

Works inside in an office environment.

Key Competencies:

Microsoft Office environment. Integrity, business acumen, professional knowledge, analysis, attention to detail, interpersonal skills, communication (oral and written). Work is performed under general supervision of the Town Financial Administrator and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

Employee Signature and Date:

I, _____, Acknowledge Review of This Job Description.
(Employee’s Name - PRINT Name)

Employee’s Signature

Date: _____

Supervisor’s Signature

Date: _____