



One Vision + One Mission  
**ONE** City

**POSITION: CHIEF PROCUREMENT OFFICER**

**DEPARTMENT: PROCUREMENT**

**CLASS CODE: 1100**

**TIER: 1**

**PAY GRADE/SALARY: \$114,759 - \$131,150**

**FLSA: EXEMPT**

**UNION: NON-UNION**

### **SUMMARY**

This is highly responsible administrative, professional and supervisory work in the preparation of bids, requests for proposals, requests for qualifications, contracts and coordination of all purchasing activities for the City of North Miami Beach in conjunction with city departments for a wide range of services. Ensures compliance with applicable policies and procedures. Work is reviewed through conferences, memorandums and activity reports. Position reports to the Deputy City Manager/ Director of General Services.

**ADA REQUIREMENTS:** Individual's sensory modalities (vision and hearing) and physical capabilities (ambulation, strength, coordination, dexterity, range of motion) must be sufficient to perform the Essential Functions of the position.

### **ESSENTIAL FUNCTIONS**

*(The duties listed below are the normal duties and responsibilities of this position. The omission of specific statements related to the duties and responsibilities of this position does not exclude them if the work is similar, related or reasonable within the scope of the position.)*

- Coordinates work with various city departments in developing requests for proposals, requests for qualifications, and requests for information; conducts preliminary discussions with departmental officials; determines if RFP/RFQ is proper procurement method and recommends alternate procurement methods if appropriate.
- Issues invitations to bid, requests for proposals, requests for qualifications which includes writing and/or reviewing specifications and plans; placing legal notices in newspaper; developing mailing lists; attending pre-bid and pre-construction meetings; opening and reading bids in public; tabulating bids; reviewing bids and recommending award to City Manager; writing letters of award and rejection; obtaining license, bonds, insurance, qualification/financial statements as required; etc.
- Prepares, reviews and analyzes complex scopes of work for flexibility, type of contract language needed, vendor requirements and other factors; determines whether scope of work provides a basis for evaluation.
- Develops contract specific language necessary to meet the needs of each RFP and RFQ.
- Performs Franchise research and negotiations for utilities, telecommunications and cable services.
- Assists in the development, supervision and preparation of the department's annual budget and administers fiscal activities
- Supervises purchasing personnel which involves instructing; assigning and reviewing work; planning; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees, recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- Receives, reviews, approves and signs purchase orders and requisitions.
- Secures quotes for materials and services under bid limit.
- Negotiates extensions of expiring contracts for materials or services.
- Makes recommendations to City Manager regarding waiving of bidding procedures.
- Facilitates selection committee meetings for architects, engineers and consultants.
- Negotiates and/or assists in negotiating contract terms with architects, construction managers and consultants.
- Provides assistance in the selection of furnishings, materials and equipment.
- Recommends purchasing policy and procedures to City Manager; writes and maintains purchasing policies and procedures manual.
- Arranges for sale of surplus and confiscated vehicles, real and personal property.
- Maintains membership in and attends meetings of professional associations; participates on interview committees for North Miami Beach and other cities.
- Operates standard office equipment and machinery including a computer, printer, copier, fax machine, typewriter, adding machine, etc.
- Performs other related duties as required.
- Demonstrates superior customer service, integrity and commitment to innovation, efficiency and fiscally responsible activity, and models our RISE Service Standards of Respect, Integrity, Service, and Excellence at the leadership level, serving as a role model for others.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, the use of the telephone and/or other City-issued technology devices. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist under desks and around furniture; to lift, carry, push, and/or pull moderate to heavy amounts of weight up to 20 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PRINCIPAL SKILLS, KNOWLEDGE (EDUCATION AND EXPERIENCE), AND PERSONAL ATTRIBUTES REQUIRED**

- Bachelor's degree in Public Relations, Business/Public Administration or a related field and five (5) to seven (7) years of procurement contracting experience to include analytical work with contracts and experience with the RFP and RFQ process and purchasing ordinances or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities. Must have an excellent command of business English and must be detail oriented. Must possess certification as a Certified Professional Public Buyer (CPPB). Must possess a valid Florida Driver's License.
- Thorough knowledge of City regulations and ordinances pertaining to the purchase of commodities and services.
- Extensive knowledge of procurement methods, practices and procedures.
- Thorough knowledge of the principles of business and public administration.
- Thorough knowledge of contract negotiation strategies and techniques.
- Ability to develop and evaluate Requests for Proposals, Requests for Qualifications and Requests for Information to meet the needs of City departments.
- Ability to determine if RFP/RFQ is an appropriate procurement method and make recommendations for alternate procurement methods as necessary.
- Knowledge of laws and regulations governing municipal operations.
- Knowledge of documentation requirements pertaining to City contracting processes.
- Knowledge of supervisory principles and practices.
- Knowledge of computer-based information systems.
- Thorough knowledge of business English, spelling and arithmetic. Ability to interpret and apply policies and procedures.
- Ability to analyze a variety of administrative problems and to make sound recommendations and develop procedures for their resolution.
- Ability to establish and maintain effective working relationships with residents, customers, other employees, City officials and the general public.

- Ability to work independently.
- Ability to communicate effectively, both verbally and in writing, using excellent English.
- Must be physically able to operate various items of office related equipment, such as, but not limited to, computer, calculator, multi-line telephone, typewriter, copier, and facsimile machine etc.
- Must be able to hear clearly and to speak and signal to people in order to convey or exchange information tactfully.
- Must be able to see, adjust visual focus, including close range and differentiate colors and shades of color.
- Must be able to ambulate or otherwise move in a safe manner. Must be able to operate a vehicle in a safe manner.
- Must be able to exert up to ten pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Work involves sitting and standing for long periods of time.
- Work involves frequent typing, walking and occasional bending, lifting and stooping for short periods of time.
- Must be able to lift and/or carry weights of up to ten pounds.