

PROCUREMENT SUPERVISOR

MAJOR FUNCTION

This is a professional position acting as a lead for other Business Service Specialists performing same functions. This position is responsible for addressing issues as they arise and assist in the development of policies and procedures for the accounting functions within the department.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Acts as a lead for all Business Services Specialists to ensure procedures and policies are followed.
- Processes all assigned department invoices while maintaining Accounts Payable ledger of all accounts.
- Trouble shoots problems, answers questions, and makes decisions brought forward by other Business Services Specialists.
- Assists in developing new policies and procedures for accounting functions within the department.
- Tracks purchases in process to ensure timely receipt and within procurement policies.
- Prepares and processes requisitions as needed for a large number of departments.
- Ensures departments are following procurement ordinance.
- Tracks staff hours, vacation time and sick time. Ensures office is covered and work is processed timely when staff are out.
- Required to report to work at the appointed hours, as scheduled, and to work the entire assigned schedule.
- Assists with change order requests.
- Evaluation of the Business Service Specialist position.
- Collect, compile, research data for public information requests.

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- Coordinates and manages operational and administrative processes, projects, and special assignments according to the area of assignment and as directed.
- Work with Finance department to ensure efficient processes.
- Analyzes and resolves billing and accounts payable issues.
- Understands, applies and trains other personnel in the proper policies and procedures of procurement.
- Interacts with other departments and vendors to ensure proper account services.

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Conducts research, compiles and analyzes data, develops recommendations, observations, or summaries.
- Attends meetings and may serve as departmental representative at meetings.
- May act in absence of the supervisor.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers/clients of the department. Service is provided in person and by phone contact.

SUPERVISION

This position supervises Business Service Specialist employees and is under the direct supervision of the Procurement Manager.

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EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Associates Degree in Accounting or related field and five years progressively knowledgeable and skilled government accounting experience demonstrating broad knowledge and practical experience with personal computers, standard application packages, modern office technologies, and customer service and experience in government procurement practices, or an equivalent combination of training, education and experience.

Licenses.

Possession of a valid Florida Driver License.

Certifications.

NA

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts to such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule

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form.

- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

Decision Making

- Works independently on broad assignments or under general directions as to scope of objectives.
- Responsible for planning and performance with no guidance or assistance on professional aspects of the work except under unusual circumstances or conditions.

Specialized Skills and Abilities

- Strong knowledge of computers; Microsoft Applications, e-mail, data entry, internet.
- Ability and flexibility to handle own workload as well as delegate additional items.
- Ability to change direction in a minutes' notice.
- Ability to communicate within County as well as Vendors and general public.
- Understanding of procurement policies, procedures, and ordinance.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions. The noise level for this environment is quiet.

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Pay Grade: 21

Job Description Number: 2119

Category: 2

Status: E

Revised: