

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### PROCUREMENT OPERATIONS COORDINATOR

**Department:** Procurement  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 2223  
**Risk Code:** 8810

#### JOB SUMMARY

This is a supervisory, technical and analytical position, providing business process review, responsible for coordinating and maintaining automated procurement systems to include performing program administration, testing, and training planning and assisting with expenditure development and for compiling, interpreting, and analyzing data, performing quality assurance activities, and evaluating present or proposed expenditure procedures.

#### ESSENTIAL JOB FUNCTIONS

- Responsible for coordinating technical aspects of the process, including the establishment of business standards, interpreting, and disseminating technical information. Assists in implementation, maintenance, and provides support for procurement system software.
- Troubleshoot and test all aspects of the automated purchasing system.
- Review existing processes and recommends implementation of new policies to improve efficient expenditure practices.
- Develop and maintain printed procedures for all automated processes.
- Train and assist staff and remote users on purchasing software systems.
- Attend advanced training and incorporate new processes.
- Develops, evaluates, and revises commodity expenditure policies and procedures.
- Coordinates activities related to commodity preparation to advise Procurement in matters related to spending requirements and provides training as necessary.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the Director, County Administrator or the Board on a variety of special assignments as assigned.
- Makes procedural and operational recommendations to the Director.
- Creates and oversees effective and efficient methods to track project detail and fiscal information.

- Works with appropriate county departments to gather data for reports and ensures proper records are maintained.
- Prepares written and/or statistical performance data reports for Procurement monthly or as necessary.
- Works directly with departments to ensure all departmental accounting goals are met in a timely and consistent manner.
- Prepares, researches, maintains, and monitors up-to-date technical information as required. Develops change methods to current procedures and monitors outcome.
- Maintains and complies to the payment processing policies, procedures, and related changes in organizational and administrative support for the Department.
- Participates in reviewing and keeping compliant to the budget.
- Prepares budget amendments, and other accounting, purchasing, and inventory paperwork as necessary.
- Oversees the purchasing card program and administration of it into the system software.
- Supports the overall business/project plan by contributing to the research and analysis of assigned projects and detailed specifications from which systems will be programmed and/or configured.
- Responsible for administering a wide range of policies, rules, and regulations as they apply to business processes and coordinate system issues with IT. Schedules workflow and develops report techniques.
- Reports directly to the Director.
- Provides 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, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned

### **SUPERVISION**

Serves as a project lead supervising a small group (one to five) of employees. Provides guidance, advice, and assistance to others on work assignments.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate degree in business or information systems or related field; and three (3) to five (5) years' experience preferred in analysis, or computer systems; with one year of lead worker or supervisory experience; or equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued

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

- Ability to read, analyze, and interpret general business periodicals, financial reports, 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, elected officials and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, and percent and ability to draw bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, and programs continually.
- Knowledge standard software packages, e.g., word processors, report writers, database applications, spreadsheets, project schedulers.
- Knowledge of research techniques, methods, and practices.
- Knowledge of ERP systems and related technologies.
- Skills in organization and task prioritization.
- Ability to conduct research and analyze and interpret findings and prepare clear and concise reports.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to communicate effectively and tactfully with department officials and
- 
- other administrative personnel.
- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to initiate and implement administrative procedures and evaluate their effectiveness.
- Ability to plan and prioritize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

#### **WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*