

VENDOR LIAISON

MAJOR FUNCTION

This is a professional position assisting and managing vendors, a local purchasing cooperative, and internal and external customers and community efforts. This person serves as a projects and department liaison, assisting in representing Marion County community-wide including state and local interests.

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. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are needed for the effective and efficient management of the County. Work is performed under the direction of Procurement Manager and Director and performance is reviewed through conferences, reports submitted, evaluation of accomplishments and the efficiency and effectiveness of the results obtained.

- Provides and assists in representation of Marion County community wide, and also includes state and local interests.
- Prepares presentations and other related materials as needed.
- Prepares agenda items, as needed.
- Prepares written reports containing findings, conclusions, and recommendations pertaining to the management and operation of current and future Procurement Vendor Liaison needs.
- Develops cooperation and support with outside agencies and other departments.
- Maintains/updates Procurement website.
- Works on committees with Procurement to promote educational events of interest to industries and groups related the mission of Procurement.
- Develops graphics for the use in Vendor Liaison Programs.
- Maintains/updates Procurement social media.
- Actively participates in the coordination and the preparation and supervision of assigned projects.
- Oversees the plans and implementation of activities and the programs of Procurement, ensuring compliance with adopted rules and regulations.
- Monitors federal, state, and local laws, rules and regulations governing local Procurement and ensures those laws are disseminated to local community vendors.
- Meets regularly with department directors/managers to discuss status of projects, programs, plans, resolve problems and related issues affecting Procurement.
- Establishes objectives and associated goals designed to achieve the most effective and efficient operation possible.
- Establishes and maintains effective and positive relationships within the community.
- Functions as a Vendor liaison for issues resolution.
- Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.
- Serves as a projects/department liaison and conducts meetings, presentations and problem solving involving assigned projects, e.g. vendors, other local governments, the public.

SECONDARY FUNCTIONS

VENDOR LIAISON

- Performs other duties as assigned.
- Attendance at night, after hours, or weekend meetings may be required.

CUSTOMER SERVICE

This position requires excellent customer service to members of the 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 of the department. Service is provided in person and by phone contact.

SUPERVISION

General direction and policy guidance is received from the Department Director. Day to day operations require the exercise of considerable independent action, initiative and judgment. Work is reviewed through conferences, observation of results obtained, programs, reports, and recommendations from Manager and Director.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education

and

Experience

Graduation from an accredited educational institution with at least an Associates degree in Telecommunications, Public Relations, or a related field or 3 years government experience or an equivalent.

Licenses

Possession of a valid Florida Driver's License.

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

- Must have excellent writing skills.
- Ability to read, analyze, and interpret the needs of various entities and respond accordingly.
- Ability to prepare business correspondence and teaching materials.
- Ability to speak proficiently before the public.
- Ability to respond to common inquiries, local government employees, or members of the business community.
- Ability to effectively present information to vendors and/or local government employees.

Mathematical Skills

- Ability to apply mathematical concepts to practical operations or situations.

Problem Solving Abilities

- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

VENDOR LIAISON

- Ability to apply common sense understanding to carry out simple instructions furnished in written, oral or diagram form.

Specialized Skills and Abilities

- Strong organizational skills and ability to clearly and concisely communicate orally and in writing. Must be able to manage several projects concurrently and have the ability to meet multiple deadlines.
- Must be able to effectively manage and pursue work opportunities with minimal supervision.
- Ability to speak effectively before groups and to exercise sound judgement and tact.
- Ability to prepare brochures and flyers, as well as meet agendas, and a variety of training documents.
- Ability to maintain and actively submit to social media sites and update website.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules.
- Ability to establish and maintain good working relationships with outside agencies.
- 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.

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this job is quiet but may involve frequent interruptions where noise level will be moderate.

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