

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT PURCHASING AGENT

<b>JOB CODE: 30005</b>	<b>PAY GRADE: 17</b>	<b>PAY RANGE: \$46,800 - \$74,880</b>
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### GENERAL DESCRIPTION

Under the general supervision of Purchasing Agent, performs specialized work in the purchase of goods and commodities, supplies, equipment, and services used by the Pinellas County Sheriff's Office. Work involves communication with vendors and officials of the agency on all aspects of procurement. Work requires a high degree of initiative, professionalism and independent judgment and the supervision of subordinates in the purchasing process.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises, directs and coordinates the management functions relating to Purchasing Division operations, functions and administrative activities;
- Supervises staff assigned to the division and attends meetings as operationally required or requested;
- Recommends and implements changes in policy and procedures as necessary to meet continually varying procurement requirements and processes;
- Supervises and contributes to the preparation of departmental reports;
- Reviews requisitions and specifications to obtain competitive quotations from vendors;
- Establishes working relationships with vendors through personal meetings and telephone contact; discusses and resolves problems regarding delayed delivery dates; returns damaged or incorrect items to vendors and processes necessary documents for credit;
- Responds to department user requests, inquiries and problems regarding procurement processes and provides the costs of items/goods/services; responds and directs requests for pickup of surplus property and delivery of supplies; oversees and assists the Buyer staff members in determining inventory stock levels, reordering procedures and vendor sources for purchases;
- Prepares and issues purchase orders to vendors; expedites orders when necessary. Provides procurement support and services for department users to determine means and methods for requesting and completing procurement orders of commodities, materials, supplies and equipment;
- Prepares requests for quotes, bid and proposal specifications based on organizational needs; writes and/or reviews technical specifications and contracts for purchase of

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goods and services in conformity with purchasing policies of the Sheriff's Office, the State of Florida, and Federal guidelines;

- Advertises formal bids/proposals and solicits quotations; determines when pre-bid/pre-proposal conferences are required and presides over them;
- Conduct negotiations with suppliers to establish fee schedules and contract prices that are consistent with prevailing market conditions;
- Prepares documentation for contract awards, amendments, and change orders;
- Interprets contracts, warranty statements, terms/conditions, and legal documents;
- Reviews and forecasts market trends and perform price/cost analysis as necessary;
- Reviews historical data for each assigned commodity class and develops a plan to provide advantageous prices and expeditious delivery through an effective balance of term contracts, blanket purchase orders and open market purchases;
- Survey markets to determine best source, new sources, market conditions and trends;
- Assist in the preparation and coordination of annual Purchasing Division budget;
- Implements and establishes training programs pertaining to procurement related functions and applications;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Finance, Accounting, Marketing, Business Administrations, or related field
- Or Certification as a Certified Public Purchasing Officer or Certified Purchasing Manager
- Four (4) years' experience in a Purchasing and/or Materials Management role or related field with one (1) year in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of large scale purchasing methods and procedures in commodity areas and of the laws, rules and regulations effective in the County and State governing the purchase of commodities and services
- Ability to obtain and interpret market prices and trends and to apply such interpretations to procurement and budgeting
- Knowledge of the grades, qualities, supply sources and market factors of commodity



- categories frequently required by departments
- Knowledge of the state laws and statutes and rules and regulations governing the purchase of commodities and services
  - Knowledge of inventory control principles and practices
  - Ability to maintain detailed records and to perform a variety of related data entry tasks
  - Ability to identify existing or potential problems and to develop ways to resolve issues
  - Working knowledge of the functions, activities, requirements, and objectives of the area assigned
  - Knowledge of agency budget development and management procedures
  - Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
  - Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
  - Ability to review and/or complete personnel evaluations of staff in accordance with agency policies Ability to establish and maintain effective working relations within and outside the agency
  - Ability to communicate effectively both verbally and in writing
  - Organizational skills
  - Time management
  - Knowledge of General Orders, policies, and procedures of the Pinellas County Sheriff's Office
  - Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, climb, reach, kneel, or twist