

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PURCHASING AGENT

JOB CODE: 20115	PAY GRADE: 25	PAY RANGE: \$64,800 - \$103,680
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GENERAL DESCRIPTION

Under the general supervision of Commander of the Support Services Bureau, the primary focus of this position is to plan, manage, and coordinate the procurement of supplies, materials, services, and equipment for the Pinellas County Sheriff's Office, the disposition of surplus materials, and the operation of the Purchasing Warehouse. Work involves communication with vendors and officials of the Sheriff's Office on all aspects of procurement. Responsibilities involve ensuring that state and local regulations pertaining to the purchase, control and disposal of materials and services are complied with. Work requires a high degree of initiative, professionalism and considerable independent judgment and the supervision of subordinates in the purchasing process. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises, directs and coordinates the management functions relating to Purchasing Division operations, functions and administrative activities under the general direction of the Commander of the Support Services Bureau;
- Directs the purchase, storage and distribution of materials, supplies, equipment and services for the agency employing the use of standard warehouse practices;
- Recommends and implements changes in policy and procedures as necessary to meet continually varying procurement requirements and processes;
- Directs and coordinates the inventory control of all fixed assets owned by the Sheriff;
- Directs the preparation, administration, and monitoring of contracts;
- Approves the issuing of purchase orders, journal vouchers, contracts, requests for quotes, invitations for bid, requests for proposals, processing of invoices, supply requisitions and uniform requisitions;
- Establishes working relationships with vendors through personal meetings and telephone contact;
- Responds to department user requests, inquiries and problems regarding procurement processes and provides the costs of items/goods/services; directs requests for pickup of surplus property and delivery of supplies;
- Assumes responsibility for purchases involving large expenditures or which are complex

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- in nature; prepares and issues purchase orders to vendors;
- Prepares requests for quotes, bid and proposal specifications based on organizational needs; writes and/or reviews technical specifications and contracts for purchase of goods and services in conformity with purchasing policies of the agency, the State of Florida, and Federal guidelines;
- Advertise 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;
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses;
- Assesses staffing needs, interviews, recruits, or assists in the recruitment and hiring of personnel;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;
- 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
- Certification as a Certified Public Purchasing Officer or Certified Purchasing Manager



- Five (5) years' experience Purchasing and/or Materials Management or related field with two (2) years 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 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
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- 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 to ensure they are fair and impartial, and accurately reflect the job the employee performs
- 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
- 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