



Purchasing Agent II

Class Code:
P223

HERNANDO COUNTY, FLORIDA BOCC
Established Date: Dec 20, 2021
Revision Date: Sep 18, 2023

SALARY RANGE

\$25.45 - \$35.64 Hourly
\$2,036.00 - \$2,851.20 Biweekly
\$52,936.00 - \$74,131.20 Annually

CLASS CONCEPT:

Highly responsible position tasked with performing technical administrative involving policies, practices, methods, and procedures. Responsible for performing specialized work in the large scale purchasing of a wide range of materials, equipment, supplies, services, construction, and professional services at values over the bid limit requirements in the Hernando County Purchasing and Contracts Department.

EXAMPLES OF DUTIES:

- Writes, prepares and negotiates complex contracts with vendors and contractors which are in the best interest of the County. Monitors and evaluates contracting vendors performance to ensure compliance with contracts/agreement and law.
- Prepares agenda items of a contractual nature for the Board of County Commissioners action.
- Monitors any contract changes, amendments or negotiations made by the Board of County Commissioners and/or other parties.
- Coordinates procurement of mainly construction projects but, also a variety supplies, services, materials and equipment for County departments within policy guidelines and in conformance with applicable statutes, ordinances and regulations.
- Consults with departmental personnel on procurement needs, provides technical assistance, and advises on equipment needs, construction, supplies, services, and purchasing procedures. Confers with requesting agency personnel regarding the adequacy of specifications for construction, supplies, services and equipment to be purchased.
- Modifies and finalizes specifications for bid document incorporation; attends pre-bids, bid openings, reviews, tabulates and analyzes bids; reviews bids with departmental personnel to determine the lowest responsive and responsible bidder.

- Writes recommendations for awards of bids for Board of County Commissioners approval.
- Works closely with Fleet Management and user Departments for the acquisition of vehicles and rolling stock. Prepares or assists in the preparation of vehicle/rolling stock specifications. Remains current with State of Florida contracts and other governmental contracts offering such requirements.
- Coordinates and ensures that pay requests and any change orders are accurately completed by the Board of County Commissioners, any County Department and the agreeing party.
- Maintains contract documentation for those solicitations and contracts assigned to this position i.e., bonding, insurance certification, licensing, etc.
- Monitors assigned contracts for compliance by vendors with the terms and conditions thereof and coordinates with staff as to any changes or amendments required by the Board of County Commissioners and/or other party.
- Performs a variety of purchasing assignments of complexity and difficulty from inception of demand through receipt and acceptance of materials, equipment and services.
- Interfaces with other purchasing operations as necessary to provide a cohesive procurement system.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
- Regular attendance.

TYPICAL QUALIFICATIONS:

Education

Bachelor's degree with major course work in business, accounting, finance or related field.

Experience

- Five (5) years of public governmental purchasing experience.
- Experience in issuing solicitations and monitoring contracts.

Certifications or Registrations (preferred)

- Certified Public Professional Buyer
- Certified Public Procurement Official
- Certified Purchasing Manager
- Certified Professional in Supply Management

Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

Required Competencies

- Knowledge of procurement practices and procedures either public or private including vendor and source identification, pricing methods, bid preparation, contracts and pricing agreements.
- Knowledge of laws and regulations governing public procurement activities and expenditure of public funds.
- Ability to exercise independent and impartial judgment recommendations and decisions.
- Ability to analyze a variety of purchasing problems, to make sound recommendations as to their solutions and to prepare working procedures.
- Ability to interpret contractual language, particularly relative to state contracts.
- Ability to prepare and/or review bid documents and responses for compliance with policies, procedures, conditions and regulations.
- Ability to negotiate prices, terms, and contractual provisions.

- Ability to establish and maintain good working relationships with co-workers, user Departments, officials, and suppliers.
- Skill in procurement documentation.
- Ability to communicate effectively both in writing and orally.

SUPPLEMENTAL INFORMATION:

Pay Grade: 9