SARASOTA COUNTY GOVERNMENT
CAREER TRACK

PROCUREMENT PROFESSIONAL

SUB-CLASS CODE: See Below
EEO Code: 02
FLSA: See Below
W/C Code: 8810
PAY GRADE: See Below

MAJOR FUNCTION(S)

This is responsible, professional, and technical work procuring commodities, services, equipment and supplies for the county. The functions may include reviewing and processing requisitions; reviewing and assisting in the preparation of specifications for the solicitation documents; managing the solicitation process; facilitating the negotiation process; preparing the contract documents; administering the contract from award through expiration; and providing customer service at multiple levels for both internal and external customers. The Professional I & II, may perform work under the supervision of a Professional III.

PRIMARY PURPOSE		
Procurement Professional I Sub-Class Code 31355; Non-Exempt, Professional/Technical, Tier I (9931)	**Procurement Professional II *** Sub-Class Code 31356; Exempt Professional/Technical, Tier II (9932)	**Procurement Professional III **** Sub-Class Code 31357; Exempt Professional/Technical, Tier III (9933)
Entry level work assisting the Procurement Managers and Procurement Professional II's and III's with the procurement process. **In general, work assignments at this level include, but are not limited to….** ▪ Provides contract administration assistance. ▪ Coordinates and/or responds to public records requests. ▪ Processes purchase requisitions and change orders. ▪ Assists in the review of non-competitive requests ▪ Assists with solicitation development ▪ Prepares bids and quotes. ▪ Assists with contract processing and compliance. ▪ Assists in the maintenance of solicitation files. ▪ Provides procurement assistance to internal and external customers ▪ Conducts research, resolves customer issues, and provides general information to requestors and vendors. ▪ Performs researches, gathers information and prepares reports. ▪ Assists with strategic planning. ▪ Coordinates and assists with training and development programs. ▪ Acts as eGenda gatekeeper ▪ Provides OnBase assistance	**Mid-level work preparing/ reviewing requests for: Bids, Quotes, RFIs, RFQs, RFPs, waivers, sole or single sources, cooperative purchases, plans, specs. and contracts relating to procurement of goods/services.** **In general, work assignments at this level include, but are not limited to….** ▪ Advises and consults on the procurement of goods and services. ▪ Prepares/reviews request for bids, quotes, RFIs, RFQs, RFPs, plans and specs. ▪ Prepares/reviews contracts and agreements. ▪ Drafts contracts, amendments, work assignments, extensions and terminations. ▪ Ensures contracts are compliant with Federal, State and County laws/ordinances. ▪ Facilitates and prepares documents for contract negotiations. ▪ Analyzes/determines the feasibility of purchasing or piggybacking off other agencies. ▪ Reviews exemption requests. ▪ Processes emergency purchase requests. ▪ Ensures successful operation of the complete solicitation process. ▪ Assists in contract, policy and central repository audits as needed. ▪ Facilitates public meetings. ▪ Responsible for protest procedures and follow through process. ▪ Leads customers in county wide strategic sourcing initiatives. ▪ Participates in training/certificate programs. ▪ Researches, performs spend analysis, reviews data, develops recommendations. ▪ Organizes, plans, coordinates acquisition activity and procurement of commodities. ▪ May serve as P-Card backup.	**High level work managing all aspects of complex, competitive procurement, from departmental consultation through negotiations. Authority to oversee and/or routinely and independently procure goods/services.** **In general, work assignments at this level include, but are not limited to….** ▪ Assigns incoming solicitation requests to Procurement Professionals I and II. ▪ Reviews solicitation and contract documents prepared by Procurement Professionals I and II. ▪ Supports staff during contract drafting stage of procurement process. ▪ Develops/maintains standard contract templates. ▪ Performs complex negotiations. ▪ Facilitates/participates in discussions with customers regarding competitive. procurements, sourcing analyses, scenario planning and business model exploration. ▪ Compiles, analyzes, and reports procurement data. ▪ Assists with performance measures and strategic planning. ▪ Conducts audits for compliance with contract terms and conditions as well as policies and procedures. ▪ Administers the Library of Contracts. ▪ Proactively manages customer expectations while balancing vendor relationships and business needs. ▪ Oversees training and certification programs ▪ May be responsible for supervising the work of other Procurement Professionals.

*Professional, Tier II duties also include Professional, Tier I duties
**Professional, Tier III duties also include Professional, Tier I and II duties

Core Competencies (Knowledge, Skills and Abilities)

Procurement Professional I Professional, Tier I	**Procurement Professional II** Professional, Tier II	**Procurement Professional III** Professional, Tier III
▪ Knowledge of Procurement laws, regulations, policies and procedures. ▪ Ability to review/interpret technical and financial reports and legal documents. ▪ Ability to communicate effectively (courtesy, sensitivity, tact, rapport, etc). ▪ Ability to write effectively, clearly and concisely. ▪ Ability to negotiate. ▪ Ability to exercise independent judgement. ▪ Ability to communicate unit/project policies, procedures and systems. ▪ Ability to collect, organize and evaluate data to develop logical conclusions and present information. ▪ Ability to respond appropriately to inquiries and provide accurate data. ▪ Ability to be adaptable, set priorities, manage time and meet deadlines.	▪ Ability to listen, comprehend information and put in appropriate context. ▪ Ability to provide thorough response to policy, legal or regulatory issues. ▪ Ability to network internally across depts/divisions and with external customers. ▪ Ability to manage, plan, organize and coordinate procurement projects. ▪ Ability to lead and facilitate meetings. ▪ Ability to educate/train staff & customers. ▪ Excellent negotiation skills. ▪ Demonstrates excellent time management skills using sound, independent judgment to manage competing priorities. ▪ Uses extreme care and tact in responses to Executives, Constitutional Officers, Dept. staff and external customers.	▪ Ability to think and communicate strategically and analytically. ▪ Ability to plan and provide leadership in a manner conducive to efficient performance, high morale and satisfaction. ▪ Ability to respond to high level, controversial issues. ▪ Ability to motivate and influence people. ▪ Ability to develop effective teamwork and encourage individuals to achieve their goals and objectives.

All levels require ability to establish and maintain effective working relationships.

Business Equipment and Computer Skills

Intermediate computer skills:	**Advanced computer skills:**	**Advanced computer skills:**
▪ Outlook ▪ Word ▪ Excel ▪ Sharepoint ▪ E-Net ▪ IFAS ▪ On Base ▪ Procurement Software ▪ Egenda	▪ Outlook ▪ Word ▪ Excel ▪ Sharepoint ▪ E-Net ▪ IFAS ▪ On Base ▪ Procurement Software ▪ Egenda	▪ Outlook ▪ Word ▪ Excel ▪ Sharepoint ▪ E-Net ▪ IFAS ▪ On Base ▪ Procurement Software ▪ Egenda

Minimum Qualifications

Procurement & Contracts Professional I Professional, Tier I	**Procurement & Contracts Professional II** Professional, Tier II	**Procurement & Contracts Professional III** Professional, Tier III
▪ Associate degree from an accredited college/university in Accounting, Business, Finance or closely related field and 3 years of clerical, administrative and/or purchasing experience. Public and/or private sector procurement and contract experience preferred. ▪ Relevant experience may substitute on a year-for-year basis for the Associate degree OR any combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.	▪ Bachelor's degree from an accredited college or university in Accounting, Finance, Public/Business Administration, or related field and 2 years of experience in public and/or private sector procurement OR ▪ Associate degree from an accredited college or university in related field and four years of experience in public or private sector procurement OR ▪ Progressively responsible professional experience which provides the requisite knowledge, skills and abilities for this job may be substituted on a year-for-year basis for the required degree.	▪ Bachelor's degree from an accredited college or university in Accounting, Finance, Public/Business Administration or related field; 3 years of experience in public and/or private procurement. ▪ Associate degree from an accredited college or university in related field and five years of experience in public or private sector procurement OR ▪ Progressively responsible professional experience which provides the requisite knowledge, skills and abilities for this job may be substituted on a year-for-year basis for the required degree.

▪ Ability to obtain CPPB within 3 yrs. preferred.	▪ Ability to obtain CPPB or CPPO within 3 yrs. preferred.	▪ Master's degree may substitute for one yr. of experience. ▪ Ability to obtain CPPB or CPPO within 3 yrs. preferred.

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY: **DATE:**

Chris Louria Digitally signed by Chris Louria Date: 2022.02.24 10:52:39 -05'00'

Chris Louria, Chief Human Resources Officer

History: 2/4/19; 7/15/10