



**HOME OF PELICAN ISLAND**  
**HUMAN RESOURCES DEPARTMENT**  
1225 Main Street  
Sebastian, Florida 32958  
Telephone: 772-388-8222 Fax: 772-388-8249

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**PROCUREMENT/CONTRACTS MANAGER**  
**\$55,500.00 (DOE)**

The City of Sebastian is accepting applications for a Procurement/Contracts Manager. Position will be posted until filled.

**DESCRIPTION:**

Work is performed under the general supervision of the CFO/ Administrative Services Director and is reviewed to ensure conformance with established policies and procedures but a wide degree of creativity and latitude is expected. Consistent with the strategic priorities of the City, performs professional work of unusual difficulty in the planning, organization, development and coordination of the procurement activities for the entire organization. The position serves as the principal public procurement official for the City and is responsible for the procurement of all goods, supplies and services in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

Responsibilities include providing professional support and sound contractual advice to all stakeholders involving contractual services, consultants, equipment, supplies, construction, capital improvements and other applicable activities.

**ESSENTIAL FUNCTIONS:**

1. Procure or supervise the timely procurement of all goods, supplies and services needed, in accordance with all applicable federal, state and local laws, policies and procedures.
2. Ensure compliance with all applicable laws and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department, agency or official.
3. Maintain the integrity of the public procurement process.
4. Recommend policies to the City Management regarding the procurement of goods, supplies and services.
5. Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements.
6. Research market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
7. Co-ordinate with all stakeholders to prepare and issue solicitation documents.
8. Receive and evaluate proposals and bids; Recommend the award of contracts to City Management.
9. Conduct negotiations with suppliers on proposals, contracts and contract claims.
10. Establish standard contract clauses for use in contracts, solicitations, and purchase orders.
11. Prepare or supervise the preparation of contractual documents with suppliers.
12. Review and make recommendations to execute contracts, notices to proceed, purchase orders, change orders and other documents.
13. Formulate, in conjunction with using departments, short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies.
14. Continuously review policies and procedures governing procurement in order to improve upon and standardize the processes.
15. Serve as public procurement advisor and technical expert to management.
16. Establish and supervise a contract administration system designed to insure that contractors are performing in accordance with the terms and conditions of their contracts.
17. Monitor existing contracts and agreements for compliance with insurance and bonding requirements and to insure adequate time is allowed to execute time extensions or a new competitive selection process.
18. Effectively communicate purchasing policies and procedures to personnel and interpret said policies and procedures as necessary.
19. Maintain open communications with the supplier community to provide a comprehensive understanding of the procurement practices and maintain supplier confidence.
20. Make determinations with respect to bid protests or contract claims.
21. Establish and maintain programs for the inspection, testing and acceptance of supplies and services.
22. Prescribe operational procedures governing the procurement functions, and the disposal, transfer and reutilization of personal property and equipment, consistent with all applicable laws, policies and rules.

23. Perform other related duties to ensure the accomplishment of the strategic priorities of the City.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or a closely related field; up to five (5) years government procurement experience; or an equivalent combination of education, training and experience providing the required knowledge, skills and abilities.

Basic accounting and bookkeeping functions. Certification from an accredited procurement program such as the Certified Public Procurement Officer (CPPO); National Contract Management Association (NCMA); Certified Professional Contracts Manager (CPCM) program is highly desirable or an appropriate certificate from a program sponsored by the National Institute of Government Purchasing (NIGP). If no certification is held at time of hire, must obtain certification within one year of hire date. Certification must be maintained thereafter.

Possess and maintain a valid State of Florida Driver's License within 10 days of employment.

**SPECIAL REQUIREMENTS**

- Comprehensive knowledge of modern principles and practices of governmental procurement and supply-chain management.
- Comprehensive knowledge of business practices related to purchasing.
- Comprehensive knowledge of laws, policies and procedures governing public procurement.
- Considerable knowledge of contract law.
- Considerable knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
- Considerable knowledge of techniques of organizing and motivating individuals and groups.
- Considerable knowledge of administrative problem solving and the implementation of effective solutions.
- Considerable knowledge of principles of management analysis (such as spend analysis and cooperative purchasing) and organization design necessary to formulate and implement administration practices.
- Considerable knowledge of available information system technologies which enhance business practices.
- Comprehensive skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Considerable skill in project and program management.
- Ability to develop effective working relationships with key internal and external stakeholders.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Ability to use appropriate judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to analyze commodity requirements, interprets market prices and trends, and applies interpretations to procurement issues.
- Ability to negotiate contracts for professional and non-professional services, construction and supplies.
- Ability to identify and implement information technology solutions related to electronic purchasing systems.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Ability to make difficult decisions and award contracts impartially and objectively.
- Ability to communicate in a professional and respectful manner and to provide exceptional customer service.
- Possess complete integrity and a high sense of personal and professional ethics.

**Equal Opportunity Employer/Drug-free Workplace/ADA**

Applications for the Procurement/Contracts Manager are available in the Human Resources Department or can be downloaded from our website: [www.cityofsebastian.org](http://www.cityofsebastian.org)