



Procurement Administrator

EEO Class Code: Administrative Support Worker

Union Status: NB

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Finance

Supervises: No

Position Reports To: Finance

Sworn: No

Job Specifications

NATURE OF WORK

The position of Procurement Administrator is responsible for conducting a wide variety of administrative duties in procurement administration. Procurement Administrator activities include supervision, preparation of specifications, handling the bidding process for commodities and services, and preparation, renewal, and monitoring of Town-wide commodity and service contracts. Responsible for ensuring adherence to and compliance with all contract provisions in the delivery of services and commodities for the Town. Serves as a liaison between departmental staff and vendors involved in the contract development and approval process.

ESSENTIAL DUTIES

Tasks required of those in the position of Procurement Administrator include but are not limited to:

- Responsible for managing and maintaining records of Town-wide contracts and procured commodities and services.
- Manages the strategies, programs, and activities of purchasing and distribution for the Town to ensure efficiency and effectiveness.
- Creates the Town's RFP's, ITB's, and other procurement documents for advertisements to general public and vendors.
- Manages the compliance mandates for secured contracts and projects for all Town departments.
- Communicates with departments directors to secure compliance data to ensure contracts and/or grants and meet their quarterly compliance submission.
- Collaborates with the Grant Manager, relevant dept. heads, and Finance to ensure compliance of contractual and financial obligations for grants.
- Prepares, approves, and presents items for consideration of the Town Commission.

- Reviews purchase orders Town-wide to ensure compliance with purchasing rules; advises other departments of procurement requirements and procedures and monitors for compliance.
- Oversees the Town's procurement process for departmental operations, and item purchases that require multiple quotes and bid research.
- Ensures the Town is following its Procurement Policy and provides revisions to the policy to ensure the staff is aware of protocols.
- Serves along with or appointed by the Town Manager/Deputy Town Manager as the procurement officer on the selection committee for all bids submitted to the Town.
- Makes recommendations to the Town Manager involving vendors for contracts and services.
- Reviews, prepares and oversees competitive solicitation processes including pre-solicitation conferences, bid posting, proposal evaluation, and final determination.
- Submits bid protest to Deputy Town Manager for review.
- Fulfills all public notice requirements and contract negotiations.
- Consults with Town Attorney and appropriate Town departments in the resolution of legal problems associated with the proposal and bid processes or contracts.
- Administers and manages complex solicitations that may be highly visible and/or politically sensitive.
- Facilitates the scopes of work and project deliverables that are clear and legally enforceable.
- Stays abreast of changes and/or new legislation related to procurement regulations on a federal, state, and local level.
- Recommends amendments to the Town's procurement rules, policies and procedures as needed for streamlining efficiency.
- Reviews and makes determinations of bid and proposal responsiveness to published solicitation requirements.
- Reviews sole source procurement, special procurement, and other purchasing rule exemption activities to make determination as to validity of exemption based on state statutes and Town public contracting rules.
- Coordinates purchasing with departments, vendors, and agencies.
- Monitors participation on projects to ensure authorized firms are utilized according to contract terms and conditions.
- Analyzes market trends to explore possible product and vendor options and determine optimal purchasing trends.
- Evaluates contractors' compliance with requirements and recommends final clearance for contracts.
- Research contract issues and prepare compliance summary reports of contractor compliance with program rules.
- Prepares statistical analyses of contractors for annual reporting requirements.
- Reviews contract management system to ensure project information is accurate and vendors are properly credited.
- Performs special projects as needed and other position related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

- Advanced knowledge of purchasing principles, established procedures, departmental guidelines, and regulatory requirements.
- Skilled in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).
- Skilled in providing excellent customer service.
- Ability to develop and implement policies and procedures.
- Ability to delegate, manage, and supervise effectively.
- Ability to multi-task while working with tight deadlines and competing priorities.
- Skilled in supporting, monitoring, and ensuring compliance with federal, state, and/or local contracts and grants program requirements.
- Outstanding skills and abilities in verbal and written communications; ability to adapt a style to fit audiences of varying technical levels, and at various levels within an organization, in groups and individual settings.
- Demonstrated ability to establish collaborative partnerships and effective working relationships with a variety of internal and external customers and diverse stakeholders.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Administration, Law, Accounting, Finance, Public Administration, or a closely related field.
- Five (5) years of professional contract administration and/or procurement experience.
- Any equivalent combination of experience and education may be considered.

PREFERRED QUALIFICATIONS

- Certified Professional Contract Manager (CPCM).
- Certified Public Professional Officer (CPPO).
- Certified Professional Public Buyer (CPPB).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a team member encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work in a computer station for an extended period.