



JOB DESCRIPTION

PROCUREMENT MANAGER

*Conservation
Commitment
Community*

DEPARTMENT:	Finance	JOB TITLE:	Procurement Manager
REPORTING TO:	Chief Financial Officer	GRADE:	18
DATE PREPARED	September 2020	FLSA STATUS:	Exempt

Job Summary:

The Procurement Manager is responsible for ensuring contracts and payment terms are negotiated in accordance with established Clay County Utility Authority Purchasing Policy (CCUA) and procedures, as well as all regulatory requirements.

Essential Duties and Responsibilities:

- Lead business requirement gathering sessions.
- Document and prepare comprehensive bidding packages.
- Represent CCUA as the single point of contact with potential suppliers during the RFP process.
- Facilitate and lead onsite vendor presentations.
- Develop and facilitate the use of formal scoring matrices to support vendor selection.
- Maintain strict compliance with CCUA Purchasing Policy and procedures relating to Business Ethics and Code of Conduct, in addition to the specific procurement regulations established by the Federal Government.
- Manage continuous process improvement with procurement processes and increasing internal business partners' education and alignment.
- Utilize and analyze data to support improvement opportunities.
- Utilize professional specialized expertise in technical, legal, business, procurement and asset management disciplines for the acquisition of tangible and non-tangible assets.
- Prepare management reporting on contract negotiations and provides information to aid in management decision-making.
- Determine the appropriate contracting approach to mid-complexity acquisition needs. Draft, present and negotiate language within related contracts with stakeholders and vendors.
- Draft executive summaries to support the acquisition, strategy, negotiation highlights, inherent risks and benefits, and financial landscape of mid-complexity contracting efforts.
- Perform other duties, as assigned.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's degree in a related field
- Minimum of five years of related work experience or a combination of relevant experience and education.
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.

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Knowledge/Skills/Abilities:

- Job-Specific Knowledge –
 - Strategic and tactical knowledge of the RFP/Process Improvement to promote a change in procedural compliance. Understands principals of procurement and supply management.
 - Solid contract drafting and terminology knowledge that includes understanding of subtleties of contract language, risk-based language, contracting traps and pitfalls to avoid, document management and control, and legal acuity necessary to successfully negotiate mid-complexity contracts.
 - Possess good working knowledge and understanding of legal, risk and business implications of contract language.
 - Ability to develop well thought out acquisition and negotiation strategies and execute with accuracy and agility. Must be able to articulate, defend and present contracting strategies and approaches (of both parties) with business stakeholders and management as necessary to gain support and buy-in on negotiating strategies and efforts.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization and with internal stakeholders in CCUA departments.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills. Ability to effectively communicate complex subjects to variety of stakeholders and influence all levels of management.
- Organization and Time Management – Strong organization and time management skills. Able to work independently minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines. Handle multiple assignments simultaneously and achieve goals in a fast-paced environment. Detail oriented.
- Analytical Problem-Solving and Decision Making – Strong data analysis, critical thinking, creative problem solving and planning skills. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations.
- Systems and Software – Proficiency in computers skills with aptitude to learn software applications required for the position.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods		Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods		Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Crawling/Crouching
X	Writing	X	Climbing

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X	Seeing 1-5 feet	X	Physical endurance under variable weather conditions
X	Seeing 5+ feet		Other (list):
	Other (list):		Other (list):
Hazards: (X = Required for job)			
X	Standard office environment		Electrical current
X	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
X	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation		Proximity and use of hand-held powered equipment and/or moving mechanical parts
X	Other (list): confined spaces		Other (list):