



**HERNANDO COUNTY, FLORIDA BOCC
invites applications for the position of:**

Purchasing Agent I

SALARY:	\$38,147.00 - \$61,776.00 Annually
DEPARTMENT:	Office of Management and Budget
DIVISION:	Purchasing and Contracts
OPENING DATE:	02/25/22
CLOSING DATE:	03/11/22 11:59 PM
DESCRIPTION:	

Responsible for performing specialized work in the large scale purchasing of a wide range of materials, equipment, supplies, services, construction, and some professional services at values over the bid limit requirements in the Hernando County Purchasing and Contracts Division.

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 a variety of construction, 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, 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.
- 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 coordinate s 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.

TYPICAL QUALIFICATIONS:

Education	Two (2) year Associates degree in Business, Public Administration, Economics, Accounting or another related field.
Experience	Three (3) years experience in general purchasing with issuing solicitations and monitoring contracts and a minimum one (1) year in public governmental purchasing. An equivalent amount of education, experience or training may be substituted on a one for one basis.
Licenses, Certifications or Registrations	Accreditation as a Certified Public Professional Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (C.P.M.) or a closely related certification is desired. Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

SUPPLEMENTAL INFORMATION:

Pay Grade: 214
 FLSA: Exempt
 Bargaining Unit: Teamsters Local 79

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.hernandocounty.us/home>

Position #13746
 PURCHASING AGENT I
 KD

15470 Flight Path Drive
 Brooksville, FL 34604
 (352) 754-4817

kdale@co.hernando.fl.us

Purchasing Agent I Supplemental Questionnaire

- * 1. What is your highest level of education?
- High School Diploma or GED
 - Associates
 - Bachelors Degree
 - Masters Degree
 - Doctorate
 - Technical School
- * 2. Do you have a minimum of three (3) years of experience in general purchasing with issuing solicitations and monitoring contracts?
- Yes
 - No
- * 3. Do you have a minimum of minimum one (1) year in public governmental purchasing?
- Yes
 - No
- * 4. Do you have Accreditation as a Certified Public Professional Buyer (CPPB), Certified

Public Procurement Official (CPPO), Certified Purchasing Manager (C.P.M.) or a national recognized professional accreditation, or have the ability to obtain within two (2) years?

Yes

No

* 5. Do you possess a valid Florida Driver's License in good standing?

Yes

No

* 6. Do you have the ability to prepare and/or review bid documents and responses for compliance with policies, procedures, conditions and regulations?

Yes

No

* Required Question