



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Procurement Administrator
DEPARTMENT: Finance
DIVISION:
SUPERVISED BY: Finance Director

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Procurement Administrator is responsible for directing and planning the City's purchasing operations, including bid solicitation and contract administration within the Administrative Services Division. This role develops, implements, and oversees procurement policies and procedures, subject to Finance Director approval, and ensures compliance with applicable laws and regulations. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Develops, maintains, and implements procurement policies and procedures for the City; establishes and evaluates purchasing systems, records, forms, and controls.
- Ensures preparation and review of solicitation documents are accurate and compliant with City procurement policy and state/federal regulations. Reviews technical specifications to ensure competition is not unduly restricted.
- Coordinates solicitation processes: advertising, issuing addenda, conducting bid/proposal openings, verifying responsiveness, and recommending awards.
- Promotes a transparent and competitive selection process.
- Works with suppliers and City staff to resolve contractual issues and expedite delivery.
- Negotiates contracts and pricing with suppliers as needed.
- Identifies opportunities for standardization and cost reduction; establishes and organizes cooperative procurement agreements.
- Provides technical assistance and acts as a liaison to internal and external stakeholders.
- Researches and prepares reports related to procurement activities.
- Reviews purchase requisitions for completeness and funding availability; approves and processes purchase orders.
- Develops, analyzes, and administers contracts to ensure compliance with federal/state laws and City policies.
- Maintains purchasing software systems and approved vendor lists.
- Conducts vendor searches, negotiates terms, and tracks purchasing activity.
- Participates in departmental and interdepartmental meetings; represents the Administrative Services Division to external agencies and organizations.
- Ensures public records are maintained in accordance with Florida Statutes.
- Supports emergency management activities, serving as Purchasing Agent during declared emergencies to coordinate acquisition and delivery of critical supplies.
- Adheres to City policies, core values, and safety standards.

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of procurement principles, contract administration, and central purchasing.
- Strong understanding of local, state, and federal procurement regulations.
- Knowledge of business management practices, supply sources, pricing trends, and market conditions.
- Proficiency in planning, budgeting, and managing projects.
- Skill in negotiating contracts and building vendor relationships.
- Ability to establish and maintain effective working relationships with staff, vendors, and the public.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel).
- Ability to maintain confidentiality and exercise sound judgment.
- Commitment to the City’s mission, vision, and core values.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (30) lbs.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor’s degree in Public Administration, Business Administration, Accounting, Economics, or related field, or equivalent combination of education and experience.
- Minimum of four (4) years of procurement or related experience, including at least two (2) years in a supervisory role.
- Government procurement experience preferred.

Licenses/Certifications:

- Valid Florida Driver’s License.
- One or more of the following certifications preferred (with time provided to obtain if not already held):
 - Certified Public Procurement Officer (CPPO)
 - Certified Professional Public Buyer (CPPB)
 - Certified Purchasing Manager (CPM)

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: SEE CURRENT PAY GRADE SCALE