



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: Buyer (**REVISED**)
Requisition: 15-002
Department: Procurement
Position #: 0012-001
Opening Date: April 17, 2015
Closing Date: May 1, 2015 or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$21.65 per hour - \$27.06 per hour

(Previous applicants need not reapply)

GENERAL DESCRIPTION

This is specialized procurement work in the purchase of commodities, services and technical items for use by City departments. Emphasis of the work is on developing specifications for informal and formal bids, analyzing requisitions for purchases, preparing informal bid documents, bid evaluation, enforcing competitive procedures in accordance with established legal procedural requirements, preparing and issuing purchase orders, and communicating with vendors and departmental officials. Independent judgment is exercised in the preparation and issuance of informal solicitations and in the handling of complete procurement transactions for assigned departments or groupings and includes problem solving and troubleshooting.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Executes purchase orders and obtain insurance certificates.

Ensure procurement meet City's commodity, construction, and goods and services solicitation requirements.

Develops specifications for all construction, commodity, service and public works/maintenance projects assigned.

Solicit informal and formal bids and evaluate responses.

Identify and promote use of small businesses.

Prepare purchase orders and supporting documents, obtain any signatures, insurance, etc., required.

Coordinate returns with user department, vendor, Receiving personnel and Accounts Payable.

Prepare and evaluate construction and engineering solicitations in accordance with CCNA and other applicable statutes.

Assist in Small Business/vendor outreach registration.

Draft agendas.

Analyze purchase requisitions for completeness, compliance with ordinances and policies, and prepares purchase orders.

Performs various contract administration functions such as the preparation of change orders, and providing assistance to departments with resolution of vendor performance issues.

Responsible for the development, issue, and award of informal and formal bids for single purchases and annual contracts, within authority level.

Verify sole source purchases and maintains records of same.

Assist departments in the development of specifications.

Assist in bid openings, tabulations and award recommendations.

Prepare correspondence and prepares interviews with salesmen and vendors regarding bids, products, and services.

Researches and utilize other governmental contracts to procure goods and services.

Assist in contract administration including tracking vendor performance and purchase orders issued against citywide contracts to ensure aggregate amount does not exceed amount authorized by City Council and making recommendations to exclude vendors from future bid solicitations due to unsatisfactory vendor performance.

Visit user departments to assess operational and procurement needs.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of procurement principles, practices, laws and regulations governing public purchasing. Construction contracting knowledge. Knowledge of specifications, grades, qualities and supplies sources and market factors for procuring for a police department. Knowledge using database software, internet, spreadsheet and word processing software.

Ability to establish and maintain effective working relationships with the public administrative officials and vendors. Ability to communicate effectively both orally and in writing. Ability to analyze and process a large volume of purchasing requests on a timely basis.

Education & Experience Requirements:

Bachelor's degree in Business Administration, Public Administration or related field with two (2) years of professional public purchasing experience for a centralized purchasing department and the ability to obtain a CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer) or CPM (Certified Purchasing Manager) from a Procurement Board or Council within 24 months of employment.

OR

Five (5) to seven (7) years public purchasing experience for a centralized purchasing department and current certification as a CPPB (Certified Public Purchasing Buyer), CPPO (Certified Public Purchasing Officer) or CPM (Certified Purchasing Manager) from a Procurement Board or Council

Must possess a valid Florida Driver's License and maintain a satisfactory driving record throughout employment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:
Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**