



POSITION	Senior Buyer	REPORTS TO	Financial Services Director
DEPARTMENT	Financial Services	FLSA STATUS	Non-Exempt
EFFECTIVE DATE	04/10/2023	REVISED DATE	04/10/2023

## DESCRIPTION

### SENIOR BUYER

#### SUMMARY

Under the supervision of the Financial Services Director, the purpose of the position is to prepare solicitations and proposals, multi-year procurement contracts for goods and services needed for all departments, and functions within the Village of Indiantown. The incumbent in this position is responsible for moderate to complex work through the exercise of significant independent judgment by working with Village departments and external vendors in obtaining goods and services in accordance with Village procurement policies and procedures. This includes devising scopes of work, commodity requirements for the preparation of requests for quotes, requests for proposals, competitive bids, and requests for qualifications. The candidate selected will also prepare contracts for subsequent legal review and approval and maintain all records of the completed procurement process.

Performance is evaluated by observing results obtained and adherence to policies and procedures, work in progress, written reports, and management of diverse and fast-paced, dynamic tasks and priorities.

#### ESSENTIAL FUNCTIONS

*Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:*

- Ensures compliance with approved Village Procurement Policy and all related procedures including all applicable regulatory and State and Federal statutory requirements; prepares and submits updates for approval and implements accordingly.
- Advises user departments in determining purchasing needs and selection criteria and requirements; reviews purchase orders for accuracy and compliance with policies and approves accordingly.
- Assists departments in developing specific short and long-range objectives for the attainment of various goods and services; performs analyses on cost comparisons and evaluates quality and suitability of specified commodities.
- Develops and is responsible for written policies and procedures related to purchasing and contract functions.
- Prepares quotes, bid proposals, and requests for quotations by working directly with department staff and vendors; analyzes and documents solicitation responses throughout the procurement process.
- Manages pre-bid conferences and selection committees; prepares contracts for legal review and approval by the Village Attorney, Village Manager, and Village Council.



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- Oversees records and files of requisitioned items quoted and bid analyses purchase orders equipment specifications and technical reference information.
- Establishes vendor relationships and monitors vendor performance; makes recommendations or changes in procurement sourcing based on performance delivery, cost, and overall results.
- Prepares and analyzes statistical data on commodities procured and related volume metrics of requisitions and purchase orders by requisitioner department and division; provides support to the Financial Services Director in successful and timely completion of the annual financial audit.
- Obtains and interprets market prices and trends applicable to procurement issues; performs as a workgroup leader on projects and trains new department requisitioners.
- Maintains current knowledge of regulatory and legislative developments affecting purchasing reporting functions to ensure proper application to responsibilities under charge.
- Conducts research and resolves discrepancies with vendor invoices, payment vouchers, and revenue voucher receipts; escalates to department directors and/or the Financial Services Director as required.
- Responsible for developing detailed logs and schedules for departmental tasks and procedures.
- Performs with initiative and independence in the performance of assigned duties; plans, prioritizes, and completes tasks within established and required time frames; creates and manages documented processes and procedures for position duties as required and as approved by the Financial Services Director or Village Manager.
- Develops and proactively updates financial metrics and dashboards related to procurement functions and processes under charge; develops ad-hoc reports as needed or requested.
- Communicates with Village departments and external vendors regarding payment processing and workflow-related issues; responds to inquiries concerning status updates and general inquiries; follows up and resolves in a timely manner.
- Comfortable with leveraging technology to maximize the efficiency, consistency, and accuracy of departmental business process workflows and to help implement business process improvement; participates as required in the testing of newly implemented or upgrades in information systems related to the Financial Services Department.
- Demonstrates critical thinking and applies principles of sound logic; identifies and defines problems, obtains empirical evidence, and draws valid conclusions.
- Responsible for communication with management and staff with changes and developments within areas of awareness and assignment; escalates issues to the attention of management in a timely manner, as appropriate and as conditions warrant.
- Maintains established organizational/departmental productivity standards.
- Occasionally attends meetings of the Village Council, Boards, Committees, or subcommittees, as may be required by the Financial Services Director or the Village Manager.
- Maintains reasonably regular punctual attendance consistent with the ADA, FMLA, other federal state, and local standards, and the Village's attendance policies and procedures.
- Comes to work and works the regular schedule and shift for the position.
- Complies with all personnel policies and procedures.



## MINIMUM QUALIFICATIONS

### Education, Training, and Experience Guidelines:

- Bachelor's degree preferred; Associate degree required from an accredited college or university; work in purchasing or inventory management; experience in the preparation and or monitoring of contracts; or any equivalent combination of training and experience.
- Minimum five (5) years of experience in purchasing or Certified Professional Public Buyer (CPPB).

### Knowledge of:

- Basic accounting standards and rules.
- Business English, grammar, writing, and editing skills; and business correspondence protocol.
- Modern office terminology, methods, practices, and procedures.
- Prior knowledge of municipal and departmental rules, regulations, practices, and procedures and basic state laws pertaining to local governments (i.e., Sunshine Law and Public Records Laws) is highly preferred.

### Skill in:

- Multi-task and organize a dynamic workload and schedule.
- Maintain quality control and poise and courtesy under the pressures of deadlines or demanding public customers.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with fellow employees, Village Council Members, consultants, the general public, and other potential partner governments.
- Perform basic math calculations; with spreadsheet proficiency being highly desired.
- Learn pertinent codes, laws, ordinances, rules, regulations, policies, and procedures.
- Clearly communicate and convey information tactfully and impartially.
- Ably operate modern office equipment and various computer software.
- Maintain confidentiality when necessary.

## LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess a valid Florida driver's license upon hire and maintain it throughout the length of employment with the Village of Indiantown.

## WORKING ENVIRONMENT

- Work is performed primarily in an indoor office environment.

## PHYSICAL AND MENTAL DEMANDS

### Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional to frequent working alone; and occasional to frequent contact with the public and elected officials, sometimes encountering angry or upset patrons or citizens.



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Mobility:

- Frequent standing, sitting, or walking for extended periods; occasional driving; occasional pushing, pulling, or lifting of up to 25 pounds; and occasional reaching, bending, kneeling, stooping, squatting, and crawling.
- Occasional balancing, turning, and climbing.

Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding, and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or other restricted physical activities.

Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.

Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_