

---

**JOB DESCRIPTION: BUYER, CONTRACTS**


---

<b>DEPARTMENT:</b>	Chief Operations Officer	<b>REPORTS TO:</b>	Manager, Contracts and Purchasing
<b>JOB CLASS:</b>	Buyer	<b>PAY GRADE:</b>	16
<b>EXEMPT STATUS:</b>	Non-Exempt	<b>DATE:</b>	5/11/2017

---



---

***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

---

**POSITION GENERAL SUMMARY:**

The Buyer, Contracts under the supervision of the Manager, Contracts prepares, negotiates and processes all FLVS contracts and assists with contract administration. The Buyer, Contracts is responsible for preparing standard contract documents, including master service agreements, revenue generating contracts, scopes of work (SOW), amendments and change orders; maintaining the contract template; renewals; approvals; tracking contract savings and cost avoidances; standard content with approved terms and conditions; working with vendors to secure agreement; negotiating contract pricing and terms; preparing the legal agenda; maintaining a directory of acceptable legal clauses approved by General Counsel and final execution of agreements. The Buyer, Contracts as a financial steward of FLVS, will identify areas and opportunities to employ strategic procurement and best practices.

**ESSENTIAL POSITION FUNCTIONS:**

- Prepare and process all contracts, amendments, change orders and SOWs that result in the acquisition of a variety of commodities and services to fulfill the requirements of FLVS departments
- Prepare, process and track revenue generating and revenue sharing contracts
- Conduct procurement planning sessions with user departments' representatives to ensure understanding of the procurement process and associated timeframes, and establish respective roles and responsibilities
- Prepare the weekly legal agenda to insure that all required documents are submitted timely to legal counsel. Review documents with the Director and Manager and summarize outstanding issues for resolution.
- Review all agreements, amendments, change orders to ensure they have all required elements to mitigate legal risks to FLVS and are compliant with school district policy and state statutory requirements
- Obtain vendor quotations (formal and informal) per school district policy for department requested goods and services
- Negotiate the best possible pricing and terms for contracts and sales orders
- Develop and assemble procurement documents and coordinate any required reviews to ensure consistency and accountability in FLVS procurements
- Track and provide data relating to procurement savings and cost avoidances
- Assist the Manager and Director by preparing comparative data for use in negotiations, contracting, and award
- Consult with department head or designee to determine contract requirements, strategy, exceptions, term and compliance

- Maintain a contract compliance system which documents performance issues with vendors and takes appropriate corrective measures in accordance with the contract
- Review requisitions, purchase orders and reports for accuracy and compliance with FLVS policies
- Ensure all documents are maintained in the system of record accurately
- Maintain all contract templates
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Associate's Degree in business administration, management, public administration or related field; or equivalent combination of education and relevant experience

***Experience:***

- Three years of higher responsible level public/private procurement, contract management or related business/finance experience

***Knowledge, abilities and skills:***

- Knowledge of local, state and federal procurement statutes
- Ability to work as a team member
- Knowledge in computer use to enter, retrieve, review and modify data
- Ability to utilize word processing, database and software programs
- Ability to compile, review, categorize, prioritize, analyze and interpret data and/or information
- Ability to exercise independent judgment to adopt or modify methods and standards to meet assigned duties/objectives
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations
- Ability to work effectively with little or no supervision
- Ability to develop spreadsheets, analyze results, and report findings
- Strong interpersonal phone and email skills
- Ability to prioritize tasks and follow through with employee and customer request for assistance
- Strong, documented attention to details and customer satisfaction

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:**

<b>PEER RELATIONSHIPS</b> <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	<b>CREATIVITY</b> <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
<b>SELF KNOWLEDGE</b> <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	<b>PLANNING</b> <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
<b>ORGANIZING</b> <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	<b>PROBLEM SOLVING</b> <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
<b>DRIVE FOR RESULTS</b> <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of</i>	

<i>planning; Consistently seizes opportunities; Consistently exceeds goals</i>
--

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*