
JOB DESCRIPTION: SENIOR BUYER

DEPARTMENT:	Chief Operations Officer	REPORTS TO:	Manager of Solicitations
JOB CLASS:	Senior Buyer	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	05/11/2017

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 Senior Buyer under the supervision of the Manager of Solicitations, supports the purchasing function by managing FLVS purchases and assists with contract administration. The Senior Buyer also liaises with department managers to educate, support, and process their procurement needs and provide recommendations on purchasing processes for their consideration.

ESSENTIAL POSITION FUNCTIONS:

- Administer the procurement process that results in the acquisition of a variety of commodities and services to fulfill the requirements of FLVS departments
- Conduct procurement planning sessions with user departments' representatives to ensure understanding of the procurement process and associated timeframes, and establish respective roles and responsibilities
- Determine the appropriate method of solicitation in accordance with applicable laws and Board policies
- Review requisitions, specifications and scopes of work to ensure they promote competition and best value for FLVS
- Develop and assemble procurement documents and coordinate any required reviews to ensure consistency and accountability in FLVS procurements
- Identify potential vendors, using various sources, to ensure adequate competition
- Preside at the PreBid/Proposal Conference to provide information and instructions, and responds to vendor questions to ensure the clarity of solicitation documents
- Identify issues that require an addendum, and prepare and issues addendum to ensure all bidders have the same information
- Conduct public bid/proposal opening for projects over the formal bid threshold in accordance with established procedures
- Review bids and proposals for responsiveness to minimum procurement requirements, and notify affected bidders/proposers of non-responsiveness and non-responsibility findings
- Review, evaluate and resolve protests in accordance with established procedures, to ensure bidders/proposers receive due process and are treated fairly and consistently
- Prepare award recommendations in compliance with agency policy; and issues purchase orders
- Negotiate with vendors to obtain best prices
- Consult with department head or designee to determine commodity/service needs and delivery schedules
- Review requisitions, purchase orders and reports for accuracy and compliance with agency policies

- Provide guidance, training and motivation to lower level personnel in procurement processes and automation systems
- 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:

- Bachelor's Degree; or equivalent combination of education and relevant experience
- NIGP-CPPB Professional Certification or equivalent, preferred

Experience:

- Three years' public/private procurement experience

Knowledge, abilities and skills:

- Knowledge of local, state and federal procurement statutes
- 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:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><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></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><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></p>
INTERPERSONAL SKILLS	FUNCTIONAL /TECHNICAL EXPERTISE

<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>	<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>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><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></p>	<p>CREATIVITY</p> <p><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></p>
<p>SELF KNOWLEDGE</p> <p><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></p>	<p>PLANNING</p> <p><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></p>
<p>ORGANIZING</p> <p><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></p>	<p>PROBLEM SOLVING</p> <p><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></p>
<p>DRIVE FOR RESULTS</p> <p><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 planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

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.