



## **CITY OF KEY WEST 2024 BUDGET MID-YEAR AMENDMENT REQUEST**

**Department:** General Fund/Finance Department

Provide a Specific and Detailed Explanation for the Budget Amendment. Also, if not moving funds between accounts, please provide a Revenue source which may be utilized for the request when possible.

**Explanation:**

The Finance Department has noticed a need to add a Procurement Manager position to our department. With an increased frequency in ITB, RFP, and RFQ issuances, and the amount of time that each of these items takes to draft, issue, and award in order to have a seamless and efficient experience for our internal employees, our potential vendors, and our existing vendors, a need for a more centralized process for these items is necessary. In addition, the proposed position will be tasked with City-wide contract management, the administration of City purchasing policies and practices, and the oversight of Accounts Payable.

Budget Categories	Account Number	Current Budget	Budget Changes	New Proposed Budget Amount
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**Expenditures:**

Regular Salaries	001-1301-513-1200	\$ 955,913.00	\$ 80,274.00	\$ 1,036,187.00
FICA Taxes	001-1301-513-2100	\$ 73,571.00	\$ 6,141.00	\$ 79,712.00
Retirement	001-1301-513-2200	\$ 76,553.00	\$ 6,422.00	\$ 82,975.00
Insurance	001-1301-513-2300	\$ 209,887.00	\$ 17,491.00	\$ 227,378.00
			<b>\$ 110,328.00</b>	

Director Signature

04/03/2024

Date

	<b>THE CITY OF KEY WEST</b> Job Description	<b>Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>3/2024</b>
<b>POSITION</b>	<b>PROCUREMENT MANAGER</b>	<b>SALARY RANGE</b>	<b>\$80,274 - \$104,356</b>
<b>DEPARTMENT</b>	<b>Finance (13-01-513)</b>		
<b>JOB CODE</b>		<b>GRADE</b>	<b>29N</b>

**PHYSICAL LOCATION:**

City Hall 1300 White Street, Key West FL

**REPORTING RESPONSIBILITIES:**

- Finance Director or Designee

**GENERAL FUNCTIONS:**

- Under the general direction of the Finance Director or designee, this position performs a variety of technical tasks in the procurement process for the City of Key West, including the administration of the competitive bidding process in cooperation with Department Directors and Charter Officials, the administration of citywide contracts, the development and administration of City purchasing policies and practices, and the oversight of accounts payable.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to perform duties of this description.
- Able to work a forty (40) hour work week and overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Computer literate and keyboard/mouse proficient.
- Able to see and hear well enough to perform the duties of this job description.
- All types of vision are necessary: close distance, color, peripheral, depth perception and focusing.
- Able to communicate with vendors by phone.

**EQUIPMENT TO BE USED:**

- Thorough knowledge of modern office equipment including, but not limited to, personal computers and related software, including in-house financial software, cash register, coin sorter, calculator, copier, scanner, fax machine, and telephone.

**ENVIRONMENT:**

- Inside in an air-conditioned office environment.

**PHYSICAL REQUIREMENT:**

- Standing 10%
- Walking 10%
- Sitting 60%

- Talking 10%
- Bending 5%
- Reaching 5%

**DUTIES/TASKS/JOB:**

- Manage, direct, and organize procurement activities to include the preparation of bids, requests for proposals, requests for qualifications, requests for quotes, and contracts.
- Evaluate, interpret, negotiate, and recommend acceptance or rejection of bids, requests for proposals, qualifications, and quotes, and coordinate the administration of claims of entitlement made against the City by bidders, consultants, and contractors within all City departments.
- Maintain records of interested qualified firms and individuals as a source for the City.
- Develop, implement, and administer the procedures, practices, and policies for the evaluation of the qualifications, performance, and capabilities of consultants and contractors.
- Develop, prepare, produce, and maintain the reports, correspondence, records, and documents related to the City's bidding and proposal processes.
- Administer agreements for contracted services involving all City departments.
- Review all repetitive purchases to determine where negotiated blanket orders and contractual agreements are economically advantageous.
- Maintain vendor and purchase order files and histories to determine buying patterns and needs.
- Manage the development, review, preparation, negotiation, bidding, awarding, and monitoring of contractual agreements.
- Establish cooperative purchases with other governmental entities.
- Review and approve items to be placed on the City Commission agendas requiring detailed information describing procurement process, analysis, and recommendations.
- Provide guidance to all City departments to assure that the conditions, provisions, terms, and schedules established for contracted agreements are adequately addressed in the best interest of the City.
- Review and approve all exceptions to City procurement code as per Section 2-797.
- Ensure that contracts are developed and awarded in accordance with applicable City ordinances and policies, applicable laws and requirements of Federal, State, and governmental agencies, and professional procurement standards, including compliance with Florida Statute 287.055, the Consultant's Competitive Negotiation Act (CNNA).
- Periodically review the City's Procurement Code and recommend revisions as needed to the Director of Finance.
- Recommend goals and objectives, develop policy and procedure as they relate to the purchasing function of the City.
- Develop, implement, and administer training and education programs for various City departments to ensure compliance with City purchasing policy.
- Oversee the procurement and accounts payable functions of the City.
- Proactively lead the procurement and accounts payable efforts in fiscal year end close out schedules for year-end purchases.
- Manage, maintain, and reconcile the City's credit card purchases and Amazon Business Account.
- Provide responsible staff assistance to the Finance Director and Assistant Finance Director.
- Performs any other related work as requested.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Graduation from an accredited 4-year college, with emphasis in Accounting/ Finance and Business, or 2-year associates degree in Business or Accounting with a minimum of four (4) years' experience as a purchasing agent or similar role.
- Four (4) years of supervisory experience.
- Certification through the National Institute of Governmental Purchasing or the National Association for Purchasing Management is highly recommended.
- Knowledge of purchasing procedures and methods, including specification writing.
- Knowledge of sources of supply and of markets and price trends.
- Ability to prepare specifications, analyze bids and perform other necessary purchasing functions.
- Ability to express factual information clearly and concisely, verbally and in writing.
- Ability to obtain and interpret market prices and trends and to apply such interpretations to procurement problems.
- Ability to establish and maintain effective working relationships with vendors, associates, department officials and the general public.
- Knowledge of the City's purchasing procedures and state statutes.
- Must possess and maintain a valid Florida Driver's License

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
1300 White Street  
Key West, FL 33040  
Office Telephone: (305) 809-3714  
Fax: (305) 809-3719**