



Deerfield  
Beach **FL**

DEERFIELD BEACH, FLORIDA  
**PURCHASING MANAGER**



GovHR USA  
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**EXECUTIVE RECRUITMENT**



DEERFIELD BEACH, FLORIDA

## PURCHASING MANAGER

The City of Deerfield Beach is seeking a Purchasing Manager to provide exemplary support to the City departments, outside agencies and vendors. The position is responsible for highly specialized, professional administrative and supervisory work to oversee the City purchasing and contract administration functions. The Purchasing Division is the central point of contact to secure commodities, goods and services using a best-value approach. Under the direction of the Chief Financial Officer, the Purchasing Manager ensures the highest ethical and legal standards are observed to provide a fair and transparent procurement process.

This profile was prepared following personal interviews with City of Deerfield Beach stakeholders and from a review of written materials

relevant to the City. Importantly, this profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

The recruitment is being conducted on an open, impartial, local, regional and nationwide basis. Applications are encouraged from all persons wishing to compete who meet the qualifications. All inquiries relating to the recruitment and selection process for the Purchasing Manager are to be directed to the consultant working with the City of Deerfield Beach.

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Formal applications should be submitted to:

[www.govhrjobs.com](http://www.govhrjobs.com)



## HISTORY AND BACKGROUND

The City of Deerfield Beach is located on the beautiful east coast of southern Florida in Broward County and has a population of more than 80,000 residents. Deerfield Beach encompasses 15 square miles of land with a unique mix of urban and suburban living. The City is home to the Florida Atlantic Research and Development Park, People's Trust Insurance, Southeast Toyota, The Learning Center headquarters, and other national and international businesses. Year-round tropical climate makes Deerfield Beach one of the most attractive places in the U.S. to call home. Its waterways and ocean access make the City a boater and surfer paradise.

The Deerfield Beach City Commission is a five member body elected for four year terms, with a limit of two terms. The mayor is elected at-large, with four commissioners elected by district. The City Commission operates professionally and cordially, exercising the legal powers of the City Charter.





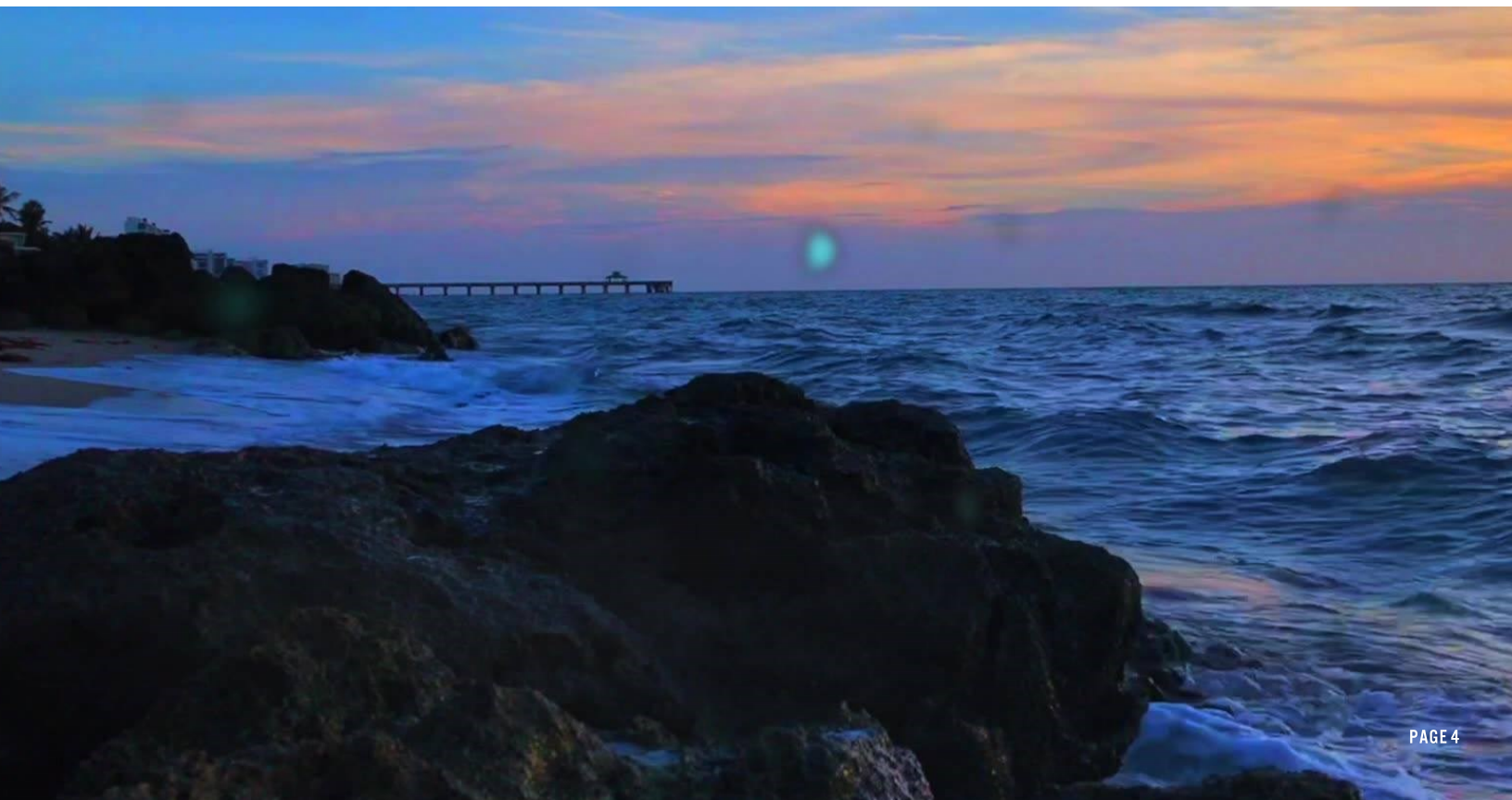
## Essential Job Functions

- Manage the provision of resources for City initiatives and services. Procure commodities and services using direct purchase, formal and informal quotes, and various methods of formal competitive solicitations, sole source or other acceptable methods of acquisition.
- Lead a team of three full-time employees in their operation and success as a unit. Supervise professional and administrative staff, assign duties, train, evaluate performance and take corrective action as necessary.
- Oversee approximately \$75 million in annual purchasing and contract transactions. Review and approve requisitions, coordinate procurement requirements with departments, verifies budgetary funding, prepare bid specifications and scopes of work, recommend award of contracts, issue purchase orders.
- Ensure fiscal stewardship and accountability. Ensure compliance with applicable guidelines, regulations, laws and ordinances established by the City or other outside agency. Monitor performance and seek improvement through best practices and innovative purchasing methods.
- Identify priorities to meet and balance urgent needs.
- Negotiate with vendors on terms, conditions and pricing. Analyze bid and proposal responses for responsiveness. Recognize contractor issues and develop alternatives and solutions as necessary to meet resource needs.
- Communicate with a range of contacts and in a variety of environments. Provide presentations to describe, secure and justify purchasing activities. Prepare Commission agenda items for contract awards and other procurement related items.
- Assist City agencies in the identification of resource needs and options. Serve as a consultant to departments for commodity sourcing, services, construction and professional services.
- Develop procedures and recommend new systems for procurement. Develop procedures sources for emergency conditions.
- Maintain accurate records in compliance with Florida Public Records Law. Prepares reports regarding purchasing activities including historical usage, costs, savings and feasibility of new programs and other subjects as assigned.
- Review purchasing activities for consolidation or efficiencies to reduce costs or improve services.
- Act as the City representative for various procurement organizations, including the Southeast Florida Governmental Purchasing Cooperative Group and the National and Southeast Florida Chapter of NIGP.
- Support participation in Local Business Preference Program and the Certified Small Business Enterprise Program for procurement of City goods and services.



## SKILLS AND PERSONAL CHARACTERISTICS

- Knowledge of procurement principles, methods and procedures including legal requirements of government procurement, contract and professional services language, terms, conditions and performance, etc.
- Knowledge of procurement automation systems, budgeting and finance related processes, project management systems and methods.
- Strategic thinker and problem solver with an understanding of procurement complexities.
- High level management skills to lead the procurement team for success as a unit.
- Ability to adapt and bring solutions forward. Aware of the critical support the purchasing activity contributes to the success of City operations and services.
- Able to develop strong working relationships with City department heads and outside agencies relying on the purchasing unit for resources.
- Familiar with the problems associated with procurement, particularly in the pandemic environment.
- Able to identify options and alternatives to address challenges in securing resources.
- Experience with contractor relationships, issues and problems. Able to establish positive working relationships with suppliers and contractors.
- Able to adapt to challenges, identify priorities, and balance competing demands.
- Recognizes a critical or emergency need and handles the demands of emergency conditions as such.
- Commits to getting a job done.
- Able to negotiate terms for purchases and contracts that meet City service objectives and conform with applicable procurement regulations.
- Strong interpersonal and communication skills. Able to anticipate and determine department resource needs.
- Able to communicate terms and expectations to suppliers and contractors.
- Able to make presentations and participate in group and public forums.
- Able to assess staff skills, potential, training and development needs.
- Able to assess systems and methods for purchasing accountability and efficiency.





## EDUCATION AND EXPERIENCE

Bachelor's Degree in Business, Public Administration or related field from an accredited university or college. A minimum of three to five years procurement experience preferably in local or state government, or an equivalent combination of related training and experience.

## PREFERRED QUALIFICATIONS

Certification as a Certified Public Procurement Officer (CPPO), Certified Procurement Professional (CPP) or equivalent professional certification.

## SALARY RANGE

**\$73,456 - \$117,530.** Actual salary will be determined by the selected candidate's qualifications and experience. A 5% increase is awarded upon successful completion of six months in position.

The City offers an excellent array of benefits.

## APPLICATION PROCESS

Apply online to [www.GovHRjobs.com](http://www.GovHRjobs.com) with Apply online to [www.GovHRjobs.com](http://www.GovHRjobs.com) with resume, cover letter and contact information for five professional references. This position will be open until filled/closed. Applications may be subject to Florida Sunshine Laws.

For further information contact Jim Dinneen, Vice President and Executive Recruiter, at [jDinneen@GovHRusa.com](mailto:jDinneen@GovHRusa.com).



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