

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: November 19, 2019
Position: Purchasing Specialist II
Reports To: Purchasing Manager
Starting Salary: \$33,355 – paygrade 10
Deadline to Apply: Until Filled

Specific duties may include, but are not limited to:

- Accurately review requisitions in the NAVISION software
- Assist with processing registrations and travel requests
- Review Vendor database for accurate information and assist with W-9/1099 information
- Reviews and assists with writing, preparing, and analyzing written bid invitations, preparing and obtaining quotations and Request for Proposals in accordance with bid procedures and Florida Law
- Participates in and conducts pre-bid conferences, bid openings, and pre-construction meetings
- Assists with all tasks associated with the pre-award, award, and post-award phases of the bid and proposal process.
- Assists in the development of contracts/agreements, including researching and writing new contracts/agreements; assists with contract negotiations, and assists with the development of contract policies, procedures, and schedules.
- Coordinates execution and distribution of new contracts/agreements and ensures that all required insurance and bond provisions are met and remain in place throughout the contract term.
- Maintains sole source files, data and files related to contracts/agreements, tracks renewal requirements, and notifies applicable departments of upcoming renewal or termination timeframes.

Minimum qualifications: A minimum of 3 years of experience in Purchasing with contract writing/research and negotiations or work related experience. Preferably knowledgeable of government contracts, or an equivalent combination of education, training, and experience. Efficient in Microsoft Office programs is required.

If you are interested in this position, please submit your completed application and resume to apply@claysheriff.com by the deadline date.

Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace