



The City of West Palm Beach seeks a proven, ethical, and results-oriented professional to be the next ...

# PURCHASING AND CONTRACTS MANAGER

Department of Finance  
West Palm Beach, Florida





## THE COMMUNITY

The City of West Palm Beach is a diverse community situated on the East coast of South Florida and is the County seat of Palm Beach County.

The City of West Palm Beach (pop. 102,000) with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, and year-round outdoor festivals — is a slice of paradise whose hallmarks are elegance and luxurious comfort.

The Downtown Retail and Entertainment District is a vibrant area. When the sun sets, one can enjoy fine dining by candlelight at one of the many lovely area restaurants.

Every Thursday evening the area comes alive with the award-winning “Clematis by Night” where visitors and locals mingle among arts and crafts vendors while enjoying live entertainment. West Palm Beach is definitely one of the more popular nighttime hotspots.

For theater and performing arts, the Raymond F. Kravis Center for the Performing Arts is the premier location in West Palm Beach to spend an evening. The Norton Museum of Art houses a world-renowned collection of European, American, Chinese and contemporary art, along with rotating exhibitions.

West Palm Beach also offers family fun, with the Palm Beach Zoo at Dreher Park, the South Florida Science Museum or nearby world-class beaches and fishing. SunFest, Florida's largest waterfront music and art festival, takes place in West Palm Beach each May.

Whether you come for the shining sun or the shining storefronts, the subdued elegance of West Palm Beach is sure to captivate you.

West Palm Beach has transformed itself from a sleepy bedroom town into a burgeoning city—thanks to a thriving downtown that is growing by the day. New civic, cultural and residential projects are popping up all over downtown, spawning millions of dollars more in current and pledged investments. In the past decade, \$1.4 billion has been invested in the City's Downtown Intracoastal Waterway front, which is anchored by two bustling entertainment-retail-residential cores.

With over \$360 million to be spent on the district in the next years and a new “Downtown Always Original” branding campaign that accentuates the different facets of the good life abounding in the area, downtown West Palm Beach is positioning itself for an explosion of private and public projects, with the opening of the new City Center – a governmental center and cultural hub that will bridge the waterfront with downtown at the helm of the renaissance.

Following many multimillion-dollar enhancements to downtown's five-block-long, four-block-wide waterfront Clematis Street District, the area now boasts new streetscapes, crime-prevention programs, a plethora of new public events, and Centennial Fountain – a daily gathering spot for families and children. With 250,000 square feet of retailers, dozens of restaurants and a busy nightlife, the Clematis Street area has, year after year, witnessed significant additions—from the \$3-million waterfront Meyer Amphitheatre, and \$30-million Waterfront development that recently open to the renovated Cuillo Centre for the Arts. More recently, some 200,000 square feet of Class A office space was added—in two stunning mixed-use waterfront buildings with retail, dining and residential

components, too—and more is on the way.

Through an alliance of public and private investments and with the help of an active community contributing to the planning process, the new City Center is now open. The City Center is located in the 400 block of Clematis and includes a new 130,000 square-foot City Hall, new state of the art Library triple the size of the former one and the Palm Beach Photographic Centre and Museum, relocating from Delray Beach.

Just southwest of the Clematis area, CityPlace, the \$550-million, 72-acre entertainment-retail-residential project—its Northern Italian-inspired architecture unfolding 600,000 square feet of specialty retail, 20 destination restaurants, a 20-screen movie theater, 600 residences, a historic cultural center and the 350-seat Florida Stage theater, which is scheduled to break ground this year—has triggered much activity and investment around it.

Across from CityPlace's southern border, the 330,000-square-foot Palm Beach County Convention Center is the site of numerous prestigious events—from boat shows to the multimillion-dollar International Fine Art Exposition. Currently on the horizon is an adjacent 400-room convention center hotel.

Stimulating the remarkable growth of downtown is the area's wide scope of cultural offerings. For years downtown West Palm Beach has drawn visitors and newcomers to its culture-driven locale, which made international news as early as 1992, when the \$55-plus-million state-of-the-art Raymond F. Kravis Center for the Performing Arts, across the street from CityPlace, opened debt-free.





## THE DIVISION

The Procurement Division of the City of West Palm Beach is responsible for the procurement of goods, services and construction of the highest quality and at the most reasonable cost and shall be made through fair and open competition.

The Procurement Division is responsible for the following functions:

- All Purchasing Activity (Any dollar amount)
- Informal Quotes
- Invitations to Bid
- Request for Proposals
- Procurement Card Program
- CCNA Program
- Warehouse
- Surplus
- Contracts – Annual, Disaster, Term

## THE POSITION

Reporting to the Director of Finance, the incumbent of this position manages a wide variety of procurement and administrative duties related to City purchasing, warehouse, contract, and surplus activities.

The Purchasing and Contracts Manager is responsible for preparing Requests for proposals, Requests for Qualifications, requests for Information, and Invitations to Negotiate; evaluates submissions, facilitates committee selection and review, compiles matrixes, negotiates contracts, and makes award recommendations.

This position administers and monitors the Consultant Competitive Negotiation Act (CCNA) program for the pre-qualification of architects and engineers including special requirements for construction bids.

The Purchasing and Contracts Manager creates, maintains, and monitors contracts for disaster preparedness while serving as the Logistics Chair in the event of a disaster, coordinates with FEMA and other agencies.

## THE IDEAL CANDIDATE

The next Purchasing and Contracts Manager will demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service in a fast pace environment.

A strong service ethic, desire for a long term relationship with the City and a highly professional approach to problem solving will be found in the successful candidate.

## EDUCATION AND EXPERIENCE

The position requires a Bachelor's degree from an accredited college or university with a major in Purchasing, Materials Management, or directly related field and five (5) years government procurement or related experience, or any equivalent combination of training and experience. Two (2) years of supervisory/managerial experience, required.

Certification as a Certified Professional Public Buyer, Certified Public Purchasing Officer or Certified Purchasing Manager, highly desirable.

A State of Florida valid driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

## DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern principles and practices of large scale governmental procurement and materials management.
- Thorough knowledge of supply sources, price trends, and market conditions for a wide variety of commodities.
- Thorough knowledge of local, state, and federal regulations governing municipal procurement and sale activities.
- Knowledge of techniques and requirements for preparation of specifications for contractual services, materials, and equipment.
- Knowledge of accounting principles and practices as they relate to budget preparation and administration, and procurement and maintenance of perpetual inventory/record keeping systems.
- Ability to analyze commodity requirements, interpret market prices and trends, and apply interpretations to procurement issues.

From the Kravis Center to the South Florida Science Museum to the Palm Beach Zoo to the Norton Museum of Art, now the largest art museum in Florida, culture organizations' capital campaigns have reaped tens of millions. Among the newest offerings is Palm Beach County's first major history museum, which is located in the newly renovated 1916 County's Courthouse.

## THE CITY GOVERNMENT

West Palm Beach operates under the strong mayor form of government. This system combines the strong political leadership of a mayor, who is responsible for running the affairs of the City, with an elected City Commission.

The City Administrator provides leadership and administrative support to the Mayor in the administration and execution of policies and objectives formulated by the Mayor; develops and recommends solutions to community problems for consideration by the Mayor and City Commission; and plans, develops, and monitors programs to meet current and future physical, social, and cultural needs of the citizens of West Palm Beach.

The City has 1,700 employees and a total budget in excess of \$350 million.

### MISSION STATEMENT

**TO ENHANCE AND PROTECT THE QUALITY OF LIFE BY PROVIDING EFFICIENT AND EFFECTIVE CUSTOMER-FOCUSED SERVICES**

- Ability to prepare specifications and analyze bids for professional services, materials and complex technical equipment.
- Ability to negotiate contracts for professional services, supplies and equipment.
- Ability to develop and maintain procurement and materials management policies, procedures, and systems.
- Skill in creating and executing complex documents such as Request for Proposals and Invitation to Negotiate.
- Ability to interpret and make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the City.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.



Explore the many opportunities available for those who work, live or play in the paradise we call City of West Palm Beach.

## **COMPENSATION & BENEFITS**

Depending on qualifications, the salary range for this position can be within the range of \$70,281–\$105,575. The City of West Palm Beach's benefit package includes:

- Management Benefits Category II: \$2,340 annual incentive allowance, 4 management leave days and \$50,000 additional life insurance policy.
- Health, Dental and Vision Insurance
- Deferred Compensation Plan 401(a) and 457 Plan.
- Life Insurance (equal to one times annual salary)
- Paid holidays
- Vacation/Annual Leave
- Sick leave
- Flexible spending accounts
- And more.

## **SELECTION PROCESS**

The selection process at a minimum, will consist of a General Management In-Basket Assessment process and a behavior-based panel interview process.

Candidates will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification & character references. Successful candidate must have a satisfactory post offer physical, and drug/alcohol screening.

## **HOW TO APPLY**

**Apply on-line using the City of West Palm Beach  
Employment site at [www.wpb.org](http://www.wpb.org)**

Applicants must complete a City of West Palm Beach on-line application. Please include cover letter, resume, and salary history as part of your application.

For more information contact:

Sylvia C. Gregory, Compensation and Employment Manager

Department of Human Resources

401 Clematis Street, 3rd Floor

West Palm Beach, FL 33401

Direct line: 561-494-1021

Fax: 561-494-1035

Email: [sgregory@wpb.org](mailto:sgregory@wpb.org)

Applicants should be aware that applications in Florida become a matter of public record.

**To learn more about the City of West Palm Beach visit our website at  
[www.wpb.org](http://www.wpb.org).**

**City of West Palm Beach is an Equal Opportunity Employer**