

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



PROCUREMENT SPECIALIST PURCHASING

Salary Grade Range: \$32,902 - \$49,353
Starting Range: \$32,902 - \$37,837
Full Time, Non-Exempt

Posting Date: 05/11/2023
Closing Date: Open Until Filled

Under general supervision of the Director, Purchasing, performs a variety of responsible, complex, and procurement support duties for the Purchasing department. In addition, is responsible for performing manual duties in receiving, storing, issuing, distributing, shipping and inventory of supplies, materials, equipment, and apparatus; assist in receipt of goods by unloading, moving, and counting packages, drums, crates, or other containers or items; check for obvious damage; and log in goods received.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Valid Florida driver's license or obtain within (30) days of assuming position and excellent driving record. Forklift Operator Certification or must obtain within (60) days of assuming the position.

PREFERRED QUALIFICATIONS: Three years administrative, warehouse or procurement assistant experience, **preferred**. Proficiency in MS Word and excel in a Windows environment at an intermediate level, **preferred**.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.flysrq.com; or, calling 941-359-2770 ext. 4766.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@flysrq.com.
Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 1038
Date Approved: 04/22
Grade: 24

JOB TITLE: Procurement Specialist
REPORTS TO: Director, Purchasing
DEPARTMENT Purchasing
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under general supervision of the Director, Purchasing, performs a variety of responsible, complex, and procurement support duties for the Purchasing department. In addition, is responsible for performing manual duties in receiving, storing, issuing, distributing, shipping and inventory of supplies, materials, equipment and apparatus; assist in receipt of goods by unloading, moving and counting packages, drums, crates, or other containers or items; check for obvious damage; and log in goods received.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Composes correspondence. Types, distributes, and files needed paperwork for the warehouse and enters needed documents into Laserfiche in accordance with established procedures.

Creates and updates vendor files and related documentation.

Performs various procurement support duties related to special projects or department specific recurring operations. Researches, tracks, analyzes information, and implements mail and/or correspondence merge, etc.

Verifies consultant, vendor and service provider information to ensure requirements are met, including insurance coverage, registration to do business in the State of Florida, etc. Monitors certificates of insurance, requests updated certificates as needed. Maintains Vendor Insurance files and keeps records up to date. Annually work with Records Retention to ensure proper filing and destruction of old records.

Assists Record Retention in keeping the Safety Data Sheets (SDS) files current and the three paper manuals up to date and timely with all new information, products, and other needed changes.

Oversees the Airport Authority's Internet participation in Government surplus sales by entering data, receiving, retrieving, and disbursing surplus items and taking and entering pictures of surplus items for on-line notification of bidding.

Answer's telephone, provides specific and general information in response to inquiries. Refers callers to other personnel when necessary. Determines immediacy of response necessary and type of action to be taken.

Generates and maintains, department reports or documents relating to the purchasing function in accordance with Authority procedures and department needs.

Acts as liaison to the Records Retention department. Ensures compliance with the Authority's uniform record system. Responsible for records retention/destruction and public information requests.

Assists in maintaining a perpetual inventory record of warehouse supplies, materials and equipment needed for the internal operations of Airport Authority.

Drives a vehicle to pick up supplies, materials, and equipment in order to maintain and replenish warehouse stock.

Sorts and places supplies, materials and equipment in marked storage locations and maintains well-defined and orderly storage areas. Involves bending, stooping, crouching, and reaching to lift and place supplies, materials and equipment weighing up to 50 lbs. in proper storage locations. Documents storage locations and quantities of new items.

Documents paperwork pertaining to the receiving and issuing of items and maintains relevant files and updates computer records. Inspects items, as to quality and quantity, against freight documents. Have the ability to direct delivery services to the correct area of the airport and help receive needed items for tenants and notify them of such deliveries.

Retrieves and provides supplies, materials, equipment, and mail to airport associates according to written and verbal directions in person and via telephone. Drives a vehicle and delivers items to necessary airport areas as well as board members.

Orders supplies and materials in accordance with standard purchasing procedures and maintains accurate inventory of materials. Over sees the ordering of office supplies and inventory levels for all departments.

Receives and routes mail. Determines manner in which outgoing mail will be sent (certified, recorded, regular mail, or hand delivered) and tracks the same. Prepares appropriate mailing forms.

Reviews overdue partial purchase orders on a regular basis and calls vendors, on a weekly basis, to determine status. Logs information on computer. Follows up until order is received.

Manages the on-site fuel distribution locations by monitoring fuel levels in the tanks, maintaining card reader and printing device, performing monthly reports and inspections and escorting fuel delivery trucks onto the airfield.

Cleans the warehouse and related areas periodically and removes damaged and outdated supplies, materials and equipment. This includes but is not limited to dusting and maintaining warehouse floors, keeping department van clean, and organizing the warehouse to maximize storage space and efficiency.

Participates in physical inventory by counting stock.

Assists accounts payable in payment and invoices containing receipt discrepancies.

May unload materials from trucks by hand or with hand operated or motorized equipment.

Operates hand equipment such as hand trucks and dollies to transport stock.

Operates a motor vehicle, forklift, or other material handling equipment to facilitate the movement of materials.

Other Job Responsibilities:

Performs special projects as assigned by the Director, Purchasing.

Records deeds, mortgages, and easement documents on behalf of Airport Authority at the county courthouses.

Assists with setup and display for Airport Authority events on and off airport property.

May handle mail distribution for department/administrative personnel.

With specific direction, may perform various administrative support for special projects such as conducting surveys, collating data, conducting research, etc.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Van, Forklift, Hand Truck, Loading Dock, Computer, Calculator, Copier, Office Machines

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

High School Diploma or GED.

Three years administrative, warehouse or procurement assistant experience, **preferred**.

Proficiency in MS Word in a Windows environment at an intermediate level, **preferred**.

Proficiency in MS Excel in a Windows environment at an intermediate level, **preferred**.

Licenses and Certifications:

Valid State of Florida Driver's License and excellent driving record.

Forklift Operator Certification or must obtain within 60 days of assuming the position.

Knowledge, Skills, and Abilities:

Knowledge of office terminology, procedures, equipment, business arithmetic, English, spelling, and vocabulary.

Knowledge of office computer systems.

Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently as they relate to purchasing.

Skill in maintaining records and preparing reports from different source materials such as manuals, printouts, logs, etc.

Skill in composing correspondence.

Ability to access, learn, operate and maintain various software applications.

Ability to maintain a high level of confidentiality.

Ability to read, comprehend, update, establish, evaluate and maintain filing and record-keeping systems.

Ability to respond to inquiries courteously using good judgment.

Ability to learn the Authority practices and procedures.

Ability to perform more than one task simultaneously with interruptions.

Ability to perform administrative and office tasks independently.

Ability to understand, follow and communicate effectively and clearly, both oral and written.

Ability to establish and maintain effective working relationships with superiors, commissioners, employees, managers, directors, and the public.

Knowledge of basic tools, equipment, and supplies needed in Airport operations, **preferred**.

Ability to lift and carry up to 50 pounds.

Physical Requirements:

The Procurement Specialist must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy. The Procurement Specialist must be able to work at the warehouse including driving a forklift as needed.

Mental Requirements:

The Procurement Specialist must have the mental capacity to perform a variety of responsible, complex and administrative duties for assigned department personnel. The Procurement Specialist must maintain confidentiality of information and develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the public and have the mental capacity to provide support to the Director, Purchasing.

Environmental Requirements:

The Procurement Specialist works in an office and warehouse environment,

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Procurement Assistant if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Procurement Specialist and is subject to change at the discretion of the Airport Authority.

This Class Specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description, but which are commensurate with similar levels of responsibility.
ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.



Physical/Mental Requirements

Job Title: Procurement Specialist

Job Code: 1038

Date: 04/20

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting		X		
Walking		X		
Lifting		X		
1-10 lbs.		X		
11-20 lbs.		X		
21-35 lbs.		X		
36-50 lbs.			X	
over 50 lbs.			X	
Carrying		X		
Reaching		X		
Climbing				X
Driving	X			
Written Communication		X		
Oral Communication		X		
Reading	X			
Hand Dexterity		X		
Reasoning	X			
Decision Making		X		
Analyzing		X		
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.

