

# CITY OF NORTH MIAMI EMPLOYMENT ANNOUNCEMENT

OPEN  
NON-COMPETITIVE  
CS-1357

PURCHASING AGENT (135)  
\$47,202.48 - \$70,164.12/yr\*  
(Recruitment # 00086)

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NON-COMPETITIVE  
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Applications for this classification will be accepted until **4:45 p.m., Friday November 9, 2012**

Following review of candidates' applications by the Personnel Department, qualified applicants will be placed on an Eligible List in alphabetical order. **Only those applicants who most closely meet the specific requirements for the position will be contacted by email for an interview.**

**You must provide an email address. Emails can be set up at your local public library. If no email address is provided you will not be notified of your status and not be considered for the position.**

## GENERAL STATEMENT OF DUTIES:

This position involves responsibility for assisting in the managing and directing of the City's centralized automated purchasing function for procurement of all equipment, supplies, and services, including construction; administration of contracts; and the disposal of surplus/confiscated property in accordance with applicable Federal, State, County and City statutes, the City Charter, and any other applicable policies, rules and regulations. Exercises considerable initiative and independent judgment and must work effectively with appointed officials, directors, co-workers, vendors, outside contractors, and general public. Work performed under the general supervision of the Purchasing Director.

Responsibilities include; preparing and coordinating bid requests for the purchase of goods, services and equipment including construction related projects;  
Administering contracts; coordinating advertisement; addenda, bid openings and filing of bid documents; Maintaining procurement records, including bid documents and vehicle titles.

## REQUIREMENTS:

Bachelor's degree plus a minimum of three years of procurement or contract related experience with one year in a municipal, state, or county government.

OR

Associate's degree with a minimum of five years experience as listed above with three years in municipal, state, or county government. **Proof of education required at time of application.**

Must Possess a valid Florida driver's license.

## IN LIEU OF EXAMINATION:

Evaluation of education, training, and experience as included in candidate's application. **Only those applicants who most closely meet the specific requirements for the position will be contacted by email for an interview.**

\* Includes 2.5% Job Basis in lieu of overtime

10-15-12

**Current North Miami Employees** must complete an application with all work experience relevant to position applying for. In addition, copies of all documents requested must be submitted at time of application. Only information provided at time of application will be reviewed for eligibility. Personnel Administration will not review employee's personnel file or consider personal knowledge of applicant when determining eligibility.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may call (305) 893-7936 (TTY line) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday. Applications available on the City website ([www.northmiamifl.gov](http://www.northmiamifl.gov))

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.