

Tampa-Hillsborough County Expressway Authority  
Position Description  
Temporary Procurement Coordinator

**Accountability:** Reports to the Contracts and Procurement Manager

**Major Function:** Purchases materials, supplies, equipment and services used by all departments of THEA. Consults with departments in assessing requirements and specifications for the procurement of goods and services; prepares and conducts formal and informal competitive solicitations.

**Job Duties:** The following duties are illustrative and not exhaustive. Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The major job duties of the position are the following:

- Reviews electronic requisitions through financial management software.
- Provides assistance to departments with training of employees in procurement procedures.
- Prepares formal solicitations and specifications for acquisition of a variety of goods and services used by departments.
- Provides administrative support to the procurement department.
- Conducts informal solicitations by telephone, letter or personal contact.
- Provides assistance between departments and vendors.
- Administers purchase orders to ensure that goods and services are delivered consistent with contract and bid documents.
- Analyzes bids received from vendors and prepares purchase orders through financial management software in accordance with rules and regulations of THEA.
- Prepares correspondence related to procurement matters.
- Participates in THEA formal bid openings.
- Sets up and breaks down conference room for procurement solicitation evaluation meetings and sets up audio recordings. Files audio recordings upon completion.
- Monitors and files all negotiations from procurement solicitations.
- Prepares monthly statistical reports on purchase orders.
- Prepares and posts Notices of Award in the THEA lobby and on the THEA website.
- Submits advertisements for procurement solicitations to advertiser(s).
- Posts documents to the THEA procurement notification system website.
- Monitors and maintains current and accurate insurance certificates for purchase orders.
- Monitors and maintains supplies for 3<sup>rd</sup> floor breakroom.

- Ensures purchases and contracts are procured and managed in accordance with State Statutes, Federal laws and THEA policies and procedures and documentation of compliance is retained.
- Performs other related duties as required.

### **Knowledge, Skills and Abilities**

- Knowledge of methods and procedures involved in the purchase of equipment, materials and supplies.
- Knowledge of laws, regulations, policies, standards and procedures relating to government purchasing.
- Strong knowledge of MSOffice
- Ability to organize assigned work and develop effective work methods.
- Ability to exercise independent judgment and initiative on procurement matters.
- Ability to work harmoniously with associates, executive staff, vendors and salespersons and with other stakeholders concerned with procurement matters.
- Ability to expedite the delivery of purchases.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to work in a typical office environment with heavy computer usage.
- Ability to lift up to 25 pounds and be able to assist employees with deliveries of supplies.

### **Minimum Qualifications and Experience:**

AA degree from an accredited college with major coursework in business administration, public administration, accounting, or related field.