

THE CITY OF RIVIERA BEACH

JOB CODE#: 1032	JOB TITLE: DIRECTOR OF PURCHASING	
JOB CLASS: 1- OFFICIALS/ADMINISTRATORS	SUPERVISED BY: CITY MANAGER	
PAY GRADE: 25	DEPARTMENT: PURCHASING	DIVISION: ADMINISTRATION
STATUS: EXEMPT	LOCATION:	
DEPT. APPROVAL: 	HR APPROVAL: 	CITY MGR. APPROVAL: 
Date: 6-13-2017	Date: 06/14/17	Date: 6-13-2017

Job Summary

This is highly responsible procurement administrative and supervisory work directing the operations of the City's Purchasing Department. Under the general direction of the City Manager, exercises independent judgement in the performance of complex tasks involving planning, coordinating, and managing the operations of the Purchasing Department. Performs other related duties as assigned.

Supervision Received/Exercised

Work is performed under the general supervision of the City Manager. Exercises administrative supervision over professional and support staff either directly or through subordinates.

Essential Duties and Responsibilities

1. Plans, coordinates, supervises, and evaluates the Purchasing Department's overall operations.
2. Manages and participates in the formulation of policies and procedures for the department in order to implement directives from the City Manager.
3. Manages and participates in the development and implementation of the departmental goals, objectives, and priorities.
4. Manages compliance of department's goals, objectives, policies, procedures, and practices through periodic updates and distribution.
5. Coordinates and responds to activities with other City departments and external entities.
6. Serves and participates in committees, commissions, and task force groups as a representative of the City's interests concerning procurement matters and functions.
7. Conducts and analyzes a variety of organizational and operational special studies and investigations and makes recommendations to modify programs, policies, and procedures as appropriate.
8. Plans all activities involving the development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; performs cost control activities and monitors and approves revenues and expenditures.
9. Attends all City Council meetings and any other meetings with elected or appointed officials, community leaders, the media, and the public regarding departmental activities.
10. Responds to and resolves complex and sensitive citizen inquiries and complaints and critical/emergency/ disastrous situations.
11. Creates, develops, and maintains a culture that advocates for equal treatment and protection and is sensitive to all sectors of the community, regardless of culture, race, or appearance.
12. Promotes public relations by participating in public functions with schools, churches, civic groups, and external agencies.
13. Sets standards for hiring practices and oversees all personnel functions within the department, initiates and recommends the recruitment, selection, assignment, transfer, promotion and matters of discipline and grievance of personnel; tracks and reviews performance evaluations of departmental personnel.
14. Directs the purchase, storage, and distribution of services, materials, supplies, and equipment for all City departments.
15. Manages procurement functions and schedules solicitation cycles for the City.
16. Conducts pre-bid conferences and public bid openings.

THE CITY OF RIVIERA BEACH

17. Provides responses to vendors/contractors/contact inquiries and ensures preparation and distribution of minutes as appropriate.
18. Directs the preparation, administration and monitoring of contracts which result from the City's bids and requests for proposals.
19. Assumes responsibility for purchases involving large-scale expenditures of which are complex in nature.
20. Interfaces with administration, departments and external agencies in meeting contract compliance requirements.
21. Administers the City's Purchasing Ordinance and ensures compliance.
22. Directs the preparation of comprehensive reports concerning costs, quality, quantity, standardization, value analysis and price trends.
23. Approves, disapproves, and revises requisitions in accordance with guidelines and regulations.
24. Authorizes issuance of purchase orders for the contract of services, materials, supplies, and equipment.
25. Manages the disposition of surplus materials using the public auction standardized process.

Additional Duties and Responsibilities

Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The 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.

Necessary Skills, Knowledge and Abilities

- Thorough knowledge of Federal, State, and Local laws and regulations pertaining to purchasing, contracting, and supply compliance.
- Thorough knowledge of municipal governmental accounting and finance processes as related to procurement activities;
- Thorough knowledge of purchasing software and hardware systems facilitating electronic transactions.
- Skilled strongly in personnel management with the ability to manage professional and support staff in a highly stressful environment.
- Thorough knowledge of promotional, marketing, advocacy and other activities related to branding and advertising.
- Considerable knowledge of supply management, inventory controls and records maintenance.
- Considerable knowledge of the organization, administration, and functions of governmental operations.
- Ability to obtain and interpret market prices and trends and to apply such interpretations to procurement activities.
- Ability to analyze complex procurement issues and to exercise sound judgment to effectuate resolutions to such matters.
- Ability to interface with City Manager, City Council, and department directors to develop, negotiate, and complete procurement projects.
- Exceptional written and verbal communication and presentation skills.
- Ability to maintain confidentiality in the administration and supervision of work activities.
- Ability to conduct work activities in accordance with guidelines and transparency.

Special Requirements

Mandatory pre-employment physical and drug tests. Florida Driver's License required. The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

Master's degree in Business Administration, Accounting, Finance, Purchasing or a closely related discipline. Certified Public Purchasing Officer or Certified Purchasing Manager credentials required or attainment of the Certifications within six (6) months of the employment offer. A minimum of five (5) years of experience managing large scale purchasing operations or an equivalent combination of training and experience related to government procurement, contracting and supply services that provide the skills necessary to perform the job.

THE CITY OF RIVIERA BEACH

Selection Guidelines

This is an appointed position. Evaluation of education and experience; oral interview; and other job related assessments may be required.

Tools and Equipment Used

Motor vehicle, personal computer, printer, calculator, telephone, copier, scanner, tablet, and other general office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office/equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use repetitive motions of the wrists, hands, and/or fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, and hear.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds and occasionally more than 45 pounds, raising objects from lower to higher positions, and moving objects from lower to higher positions, and moving objects horizontally from position-to-position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside in an office environment and is occasionally exposed to fumes. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate; a standard business office atmosphere containing operative equipment.


Signature/Approval

Employee

Date

Department Director

Date

City of Riviera Beach		
Title: CHIEF INFORMATION OFFICER		
Class Code: 0005	FSLA Status: Exempt	

Summary Objective

The purpose of this position is to direct and manage information technology strategic plans, policies, programs, and schedules for business and financial reporting, computer services, network communications, and management information services to accomplish organizational goals and objectives. Position directs a team of associate or technical employees through subordinate supervisors and a team of professional employees. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

This class formulates long-range goals for the organization, develop policy and position papers and negotiates with the chief administrative officer and/or elected officials.


Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Directs the City's enterprise information systems including IT governance, integrated infrastructure, and data integrity.
- Directs all City technology projects to ensure they meet the business needs of the City and fit into the current architecture.
- Develops, establishes, and implements goals and objectives that are consistent with the City's strategies.
- Oversees all technology purchases City-wide; responsible for all cost containment efforts related to information technology.
- Prepares and manages the City's technology budgets.
- Communicates and builds productive and cordial relationships with technical and non-technical staff and internal and external customers.
- Consults with City management and provides information technology recommendations.

This Class Description does not constitute an employment agreement between the City of Riviera Beach and an employee and is subject to change by the City as its needs change.



City of Riviera Beach		
Title: CHIEF INFORMATION OFFICER		
Class Code: 0005	FSLA Status: Exempt	

- Determines enterprise wide information needs and develops overall strategies for system design, development, acquisition, and integration.
- Develops, implements, and monitors appropriate metrics.
- Stays current with technology advances, trends, and issues; evaluates risks, relevance, and usefulness
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in computer science, information systems, engineering or related discipline.

Requires eight or more years' progressively responsible experience in information technology, software development, networking, programming, and communications; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

Special Certifications and Licenses:

None.




Americans with Disabilities Act Compliance

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

This Class Description does not constitute an employment agreement between the City of Riviera Beach and an employee and is subject to change by the City as its needs change.



THE CITY OF RIVIERA BEACH

JOB CODE#: 1033	JOB TITLE: DIRECTOR, PUBLIC WORKS	
CEO CLASS: 1- OFFICIALS/ADMINISTRATORS	SUPERVISED BY: DEPUTY CITY MANAGER	
PAY GRADE: 30	DEPARTMENT: PUBLIC WORKS	DIVISION: ADMINISTRATION
STATUS: EXEMPT	LOCATION:	
DEPT. APPROVAL: 	HR APPROVAL: 	CITY MGR. APPROVAL: 
Date: 2-14-12	Date: 2/21/12	Date: 2-14-12

Job Summary

Responsible administrative work directing the following divisions: administration, property maintenance, vehicle maintenance, streets maintenance, stormwater, and engineering. Directs and coordinates the development of critical public works programs needed to meet foreseeable demands, and participates in significant matters pertaining to the planning of department requirements. The Director is also responsible for determining departmental policies for planning long term programs and for making difficult technical and policy decisions.

Supervision Received/Exercised

Work is performed under the general supervision of the City Manager. Exercises administrative control over property, vehicle and streets maintenance, stormwater, engineering and other support staff either directly or through subordinates.

Essential Duties and Responsibilities

1. Develops and/or modifies an organization structure to support current and future department objectives.
2. Integrates and evaluates the work of the department's divisions.
3. Ensures appropriate distribution and accountability for decision-making and the capacity to act.
4. Monitors management staff and coaches as needed in the development, implementation, and monitoring of long term departmental plans, goals, and objectives focused on achieving the City's overall mission, City Manager's goals and City Council priorities.
5. Responds to and resolves sensitive and complex community and organization inquiries and complaints.
6. Manages and coordinates development of the department budget. Monitors and approves expenditures. Advises staff on budget matters and adjusts budget as necessary.
7. Identifies opportunities for improvement of services and implements changes to standard operating procedures to enhance services.
8. Identifies and resolves staff differences, conflicts and deficiencies.
9. Supervises the activities of assigned personnel.
10. Conducts selection interviews, recommends employment of new employees, evaluates subordinates performance and conducts disciplinary proceeding as required.
11. Schedules employees, assigns work and monitors its progress. Guides and develops

THE CITY OF RIVIERA BEACH

employees in the accomplishment of their duties.

12. Prepares City Council and administration items for presentation.
13. Attends City Council meetings and any other public meetings as required.
14. Review specifications and bid documents for public construction projects; and manages project program planning, contracting and construction supervision.

Additional Duties and Responsibilities

1. Conducts staff meetings as necessary and provides policy guidance.
2. Attend and participate in conferences, meetings and work sessions on behalf of the City; prepares correspondences and/or supporting data as may be needed by the City Manager or Deputy City Manager; write reports and/or summarization as requested.
3. Establish and maintain cooperative relationships with other governmental agencies, various community groups and the news media.
4. Performs all other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position.

Necessary Skills, Knowledge and Abilities

- Skill in managing public works operations.
- Knowledge of modern principles and practices of civil engineering.
- Knowledge of modern building practices.
- Knowledge of standard vehicles maintenance practices.
- Ability to direct and coordinate various types of maintenance operations.
- Ability to supervise a large number of employees through divisional supervisors.
- Ability to maintain good working relationships with other departments and with local, state, and federal regulatory agencies.
- Ability to effectively communicate both verbally and written.
- Ability to use a computer and related software.

Special Requirements

Registration as a General Contractor or licensed Florida professional engineer. Valid State of Florida Driver's license.

Mandatory pre-employment physical and drug tests.

The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

Bachelor's Degree from an accredited college or university with a major in Public Administration, Business Administration or related field and five (5) years experience in a public works setting to include three (3) years in a management capacity with responsibility for a large division, or any equivalent combination of training and experience. Master's degree and public sector experience preferred.

THE CITY OF RIVIERA BEACH

Selection Guidelines

Appointed position, evaluation of education and experience; and other job related assessments may be required.

Tools and Equipment Used

Motor vehicle, personal computer, printer, calculator, telephone, cellular phone, copier, scanner and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office/equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use repetitive motions of the wrists, hands and/or fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 45 pounds and sometimes more than 45 pounds, raising objects from lower to higher positions, and moving objects from lower to higher positions, and moving objects horizontally from position-to-position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment and occasionally performs the essential functions which may require exposure to adverse environmental conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate; a standard business office with equipment running.

Signature/Approval

Employee

Date

Department Director

Date

THE CITY OF RIVIERA BEACH

JOB CODE#: 1018	JOB TITLE: DIRECTOR, HUMAN RESOURCES	
LEO CLASS: 1- OFFICIALS/ADMINISTRATORS	SUPERVISED BY: CITY MANAGER	
PAY GRADE: 28	DEPARTMENT: HUMAN RESOURCES	DIVISION: ADMINISTRATION
STATUS: EXEMPT	LOCATION:	
DEPT. APPROVAL: <i>[Signature]</i>	HR APPROVAL: <i>[Signature]</i>	CITY MGR. APPROVAL: <i>[Signature]</i>
Date: 10/22/14	Date: 10/22/14	Date: 11-3-14

Job Summary

Responsible administrative work in directing and coordinating the City's Human Resources, Labor Relations and Risk Management programs. **Every employee of the City of Riviera Beach is expected to perform consistently and deliver value-added services to our customers with the highest level of quality. In the process, an employee must meet or exceed customer expectations.**

Supervision Received/Exercised

Work is performed under the general direction of the City Manager. Directly supervises six (6) or more employees.

Essential Duties and Responsibilities

1. Establishes or recommends the establishment of personnel standards, policies, procedures, forms and regulations with City policies.
2. Directs and participates in recruitment, placement, position classification and the records keeping processes.
3. Serves on negotiating team in the collective bargaining process. Formulates and administers labor contracts to include employee grievances.
4. Conducts periodic wage and fringe benefits surveys and recommends appropriate revisions to the pay plan. Administers the position classification and pay plan.
5. Investigates problems incidental to the re-allocation of positions, working conditions, disciplinary actions, and non-union grievances.
6. Directs the personnel policies and rules and regulations to departmental officials, employees, and other interested parties.
7. Prepares internal and external correspondence for dissemination.
8. Prepares periodic, routine and special reports. Prepares and justifies budget estimates.
9. Maintains various human resources related records.
10. Directs the risk management activities such as: workers' compensation, general liability, property loss and auto loss.
11. Supervises and evaluates departmental employees.
12. Reviews and approves personnel changes and new hires.

THE CITY OF RIVIERA BEACH

13. Attends meetings, conferences, depositions, pre-determination conferences, arbitrations, and any other function related to human resources.
14. Serves as General, Police and Fire Employees Pension Board liaison.
15. Serves as liaison for Civil Service Boards, Fire, Police and general.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Additional Duties and Responsibilities

Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that maybe performed. The 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.

Necessary Skills, Knowledge and Abilities

- Knowledge of the principles of public personnel administration, position classification, salary administration, collective bargaining, and the field of safety.
- Knowledge of governmental organizations.
- Knowledge of risk management regulations, processes and procedures.
- Knowledge of claims administration procedures.
- Ability to delegate authority, to plan, organize and reviews the work of technical and administrative personnel.
- Ability to prepare comprehensive memoranda and to present ideas clearly, concisely, orally and in writing.
- Ability to assist in the development of long range plans for personnel or risk management related programs.

Special Requirements

Mandatory pre-employment physical and drug tests. Florida Drivers License required.
The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

Bachelor's Degree in Human Resources Management, business or public administration or related field. At least five (5) years experience of a progressively responsible nature in personnel management, labor relations, and risk management including experience in a technical capacity of public personnel work.

(A comparable amount of training, education or experience can be substituted fro the minimum qualifications.)

THE CITY OF RIVIERA BEACH

Selection Guidelines

Appointed position, evaluation of education and experience; oral interview; other job related assessments may be required.

Tools and Equipment Used

Personal computer, printer, calculator, telephone, copier, scanner, cellular phone and fax machine.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office/equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use repetitive motions of the wrists, hands and/or fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds and occasionally more than 45 pounds, raising objects from lower to higher positions, and moving objects from lower to higher positions, and moving objects horizontally from position-to-position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment and is occasionally exposed to fumes. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate; a standard business office with equipment running.

Signature/Approval

Employee

Date

Department Director

Date