

# The City of Fort Myers, Florida

Invites your interest in the position of

## DIRECTOR OF PROCUREMENT



**AN OUTSTANDING OPPORTUNITY TO SERVE THE CITIZENS OF FORT MYERS, FLORIDA**



### ABOUT FORT MYERS, FLORIDA

Fort Myers, incorporated in 1885, is the oldest city in Lee County and serves as the county seat. Fort Myers is located on the lower west coast of Florida, midway between Tampa and Miami, and has a current population of approximately 97,711 residents. The City encompasses 48.82 total square miles, including waterways, and is bordered to the north and west by the Caloosahatchee River, which is part of the intercoastal waterway connecting the Atlantic Ocean and the Gulf of Mexico.

Over the years, Fort Myers evolved from a military post into a thriving community. The late 19th and early 20th centuries marked a significant period for Fort Myers with the arrival of winter residents, including inventors Thomas Edison and Henry Ford. Their influence is still visible today at the Edison and Ford Winter Estates, where visitors can explore historic homes, gardens, and laboratories.

Today, Fort Myers has a vibrant economy and downtown highlighted by excellent restaurants, and events such as the Art and Music Fest, the Celtic Fest and the annual Edison Festival of Lights. Popular downtown landmarks include the Collaboratory, the Edison Theater, the Sidney & Berne Davis Art Center, the Uncommon Friends Sculpture, the Caloosa Sound Convention and Amphitheater and Centennial Park.

Additional information about Fort Myers is available at <http://www.fortmyers.gov>.

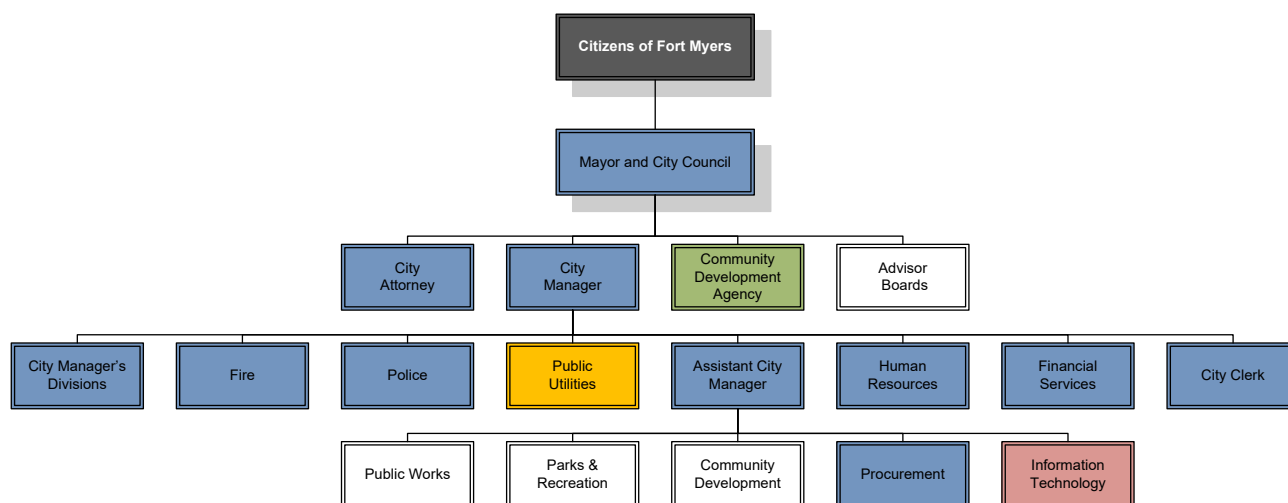
## ABOUT THE CITY GOVERNMENT

Fort Myers is a home rule city operating under the Council-Manager form of government. Policymaking and legislative authority are vested in the City Council consisting of the mayor and six other members. The City Council is responsible for all policy-making functions of the government and for the appointment of City Manager, City Attorney, Community Development Agency and advisory boards. The City Manager hires or recommends the hiring of departmental directors.

The City Manager is responsible for the day-to-day administration of the City. Fort Myers is a full service City. Services provided include police and fire protection, water and sewer services, solid waste services, park and recreational facilities, street improvements, building permits and inspections, stormwater management, a yacht basin, a cemetery, parking garages, and an ice-skating community center. Additionally, the City offers two professionally designed 18-hole golf courses. Fort Myers employs a staff of 1106 FTEs. The City's General Fund budget for FY 2025 is \$172,843,250. The total current budget including the Capital Improvement budget is \$662,583,964.

### City of Fort Myers

Organizational Chart - Abbreviated



## ABOUT THE PROCUREMENT SERVICES DEPARTMENT

Procurement Services is the centralized authority responsible for the procurement of and contracting for supplies, goods, equipment, contractual services, professional and consultant services, capital improvements and construction, and/or any combination of goods and services at the best value, with fairness and integrity on behalf of the City of Fort Myers, City Council, City Manager, staff and citizens. The City of Fort Myers follows sound and prudent business practices, promotes full and equitable economic participation of all segments of the business community, and follows the strictest ethical standards when procuring commodities and contractual services.

In the past, Procurement has been a Division under the direction of the Financial Services Department Director. Understanding the importance of procurement to the overall success of the City, the City Council established a Procurement Department

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and a Procurement Director. The Procurement Director will report directly to the Assistant City Manager. The successful candidate will have the opportunity to establish updated policies and procedures and increase efficiency and effectiveness of the procurement function for the City for years to come.

**Procurement Services' mission is to foster and support a Culture of Excellence throughout the City by providing superior goods and services through effective, innovative, and strategic procurement and contract management. The procurement staff is committed to exemplary customer service, professionalism, impartiality, transparency, and achieving the best value for the City within the parameters of the law.**

#### **THE POSITION OF DIRECTOR OF PROCUREMENT**

Under the direction of the City Manager or designee, the Director of Purchasing is responsible for directing and managing all aspects of the City's Procurement function. Consistent with the strategic priorities of the City, the Director performs professional work of unusual difficulty in planning, organizing, development and coordination of the procurement activities for the entire organization. This executive management position serves as the principal public procurement official for the City and is responsible for procurement of all goods, supplies and services in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

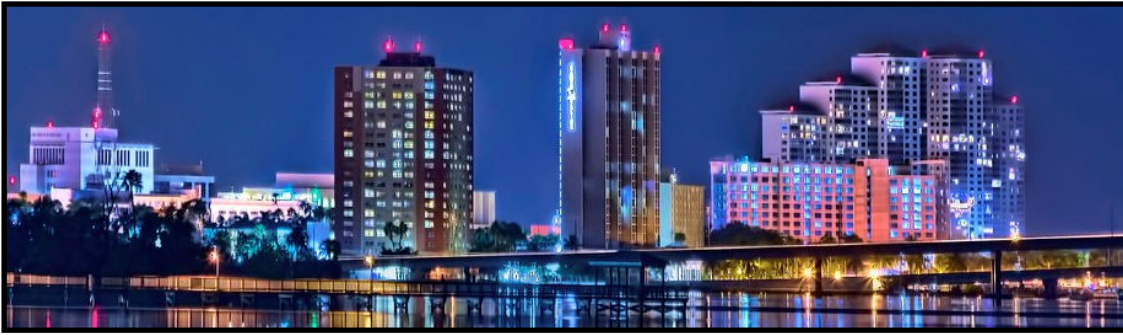
Responsibilities include but not limited to providing professional support and sound contractual advice to all stakeholders involving contractual services, consultants, equipment, supplies, construction, capital improvements and other applicable activities. Supervision is exercised over professional, technical and clerical staff engaged in procurement activities. In addition to the Director of Procurement, there are six professional and para-professional positions allocated to the Procurement Services Department.

#### **Duties/Responsibilities**

- Procure or supervise the timely procurement of all goods, supplies and services needed, in accordance with all applicable federal, state and local laws, policies and procedures.
- Ensure compliance with all applicable laws and procurement policies and procedures by reviewing and monitoring procurement conduct by any designee or department.
- Maintain the integrity of the public procurement process.
- Recommend policies to the City Council regarding procurement of goods, supplies and services.
- Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements.
- Research market sources and vendors to locate and ensure most effective and competitive pricing for the purchase of supplies and services.
- Prepare and issue solicitation documents.
- Receive and evaluate proposals and bids; award or recommend the award of contracts to the City Council.
- Conduct negotiations with suppliers on proposals, contracts and contract claims,
- Establish standard contract clauses for use in contracts, solicitations, and purchase orders.
- Prepare or supervise the preparation of contractual documents with suppliers.
- Review and execute contracts, purchase orders, change orders, and other documents within delegated authority.

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- Formulate, in conjunction with using departments, short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies.
- Continuously review policies and procedures governing procurement in order to improve upon and standardize processes.
- Select, hire, supervise and evaluate subordinate staff; review of performance reports prepared by subordinates; exercise authority for department personal actions consistent with established personnel rules, and all other applicable rules and regulations.
- Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload. Review the work of staff to ensure compliance with applicable laws, policies and procedures.
- Conduct training for employees in the procedures and techniques required in the performance of their duties. Assist staff by providing technical guidance and direction.
- Serve as public procurement advisor and technical expert to management.
- Establish and supervise a contract administration system designed to ensure that contractors are performing in accordance with the terms and conditions of their contracts.
- Develop, recommend and monitor the departmental budget.
- Effectively communicate purchasing policies and procedures to personnel and interpret said policies and procedures as necessary.
- Maintain open communications with the supplier community to provide a comprehensive understanding of the procurement practices and maintain supplier confidence.
- Coordinate bid protest and negotiate for an acceptable solution.
- Suspend or debar persons for cause from consideration of award of contracts.
- Prepare or direct the preparation of reports which accurately represent the department's activities.
- Represent the department to other governmental departments, other public agencies, suppliers and the City Council.
- Exercises general supervision and control over all inventories of supplies.
- Designate surplus supplies and supervise their selling, trading or disposal.
- Establish and maintain programs for the inspection, testing and acceptance of supplies and services.
- Prescribe operational procedures governing the procurement function, and the disposal, transfer and reutilization of personal property and equipment, consistent with all applicable laws, policies and rules.



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- Perform other related duties to ensure the accomplishment of the strategic priorities of the City.
- Develop and align the strategic priorities of the department consistent with those of the City.

#### **MINIMUM REQUIREMENTS**

Bachelor's degree (or equivalent) from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing or closely related field. A Master's degree is preferred.

Minimum five (5) years progressively responsible experience in public procurement, including supervisory responsibilities.

Certified Public Procurement Officer (CPPO) or the ability to obtain the certification within one year of employment.

#### **COMPENSATION AND BENEFITS**

The current salary range is \$96,075.20 to \$148,780.80

#### **Perks and Benefits**

- |                                                                            |                                                     |
|----------------------------------------------------------------------------|-----------------------------------------------------|
| * Free city-paid employee health coverage, additional for spouse or family | * Optional Vision, Dental, and Disability Insurance |
| * 3 weeks Paid Time Off (sick & vacation)                                  | * Tuition reimbursement                             |
| * 13 paid holidays                                                         | * On-site Gym facility                              |
| * Pension plan & optional Deferred Compensation                            | * And much more!                                    |
| * City-paid life insurance                                                 |                                                     |

**TO APPLY**

The recruitment will remain open until the position is filled. The City is anxious to fill the position. Qualified and interested parties, including current City of Fort Myers employees, are encouraged to apply without delay. Please email a detailed resume with a cover letter and salary expectations to:

Robert E. Slavin or Randi Frank

**SLAVIN MANAGEMENT CONSULTANTS**

3040 Holcomb Bridge Road, A1

Norcross, Georgia 30071

Phone: (770) 449-4656

Fax: (770) 416-0848

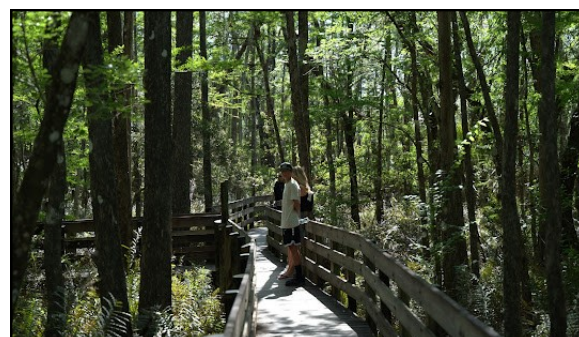
E-mail [slavin@bellsouth.net](mailto:slavin@bellsouth.net)

**ONLY ELECTRONIC RESUMES WILL BE ACCEPTED**

**Please indicate if you intend to apply for Veterans' Preference**

For additional information about this position, contact Robert E. Slavin or Randi Frank at Slavin Management Consultants by phone at (770) 449-4656 or by email at [slavin@bellsouth.net](mailto:slavin@bellsouth.net).

***Note: Under Florida Law, resumes are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.***



**Fort Myers is an Equal Opportunity Employer**