

**PEACE RIVER MANASOTA
REGIONAL WATER SUPPLY AUTHORITY**

Applications are currently being accepted for **Procurement-Grant Specialist** at the Peace River Manasota Regional Water Supply Authority located in Lakewood Ranch, Florida.

Procurement-Grant Specialist performs general procurement and grant administration functions including reviewing, processing and creation of purchase orders, assists with solicitation development, advertisement, award and general contract management, general filing of financial records, entry and retrieval of data from Authority automated financial system as well as general grant administration assistance including creating of grant pay applications, compiling of supporting documentation and tracking.

Minimum requirements: Bachelor's Degree with course work emphasis in accounting, finance, business or related field; and three (3) years of experience in procurement, accounting, finance, business or related field; or an equivalent combination of education and experience. A valid Florida State Driver's license.

Salary range: PG 116- 42K- 65K

Interested candidates must submit a complete application and resume to careers@regionalwater.org. Job application can be found at www.regionalwater.org For further information call (941) 316-1776 or email.

The Authority is an Equal Opportunity Employer and drug-free workplace. Preference in initial appointment to certain positions will be extended to eligible veterans and spouses of veterans. To receive veterans' preference, documentation must be submitted at the time of application.



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Procurement & Grants Specialist

Department: Finance & Budget

Pay Grade: 116

FLSA Status: Non-Exempt

JOB SUMMARY

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ESSENTIAL JOB FUNCTIONS

- Reviews, processes and creates purchase orders
- Assist with development of solicitations, including advertisements, information packages, awards and contract management.
- Assist in the maintenance of the Authority's procurement system in accordance with Policy.
- Performs procurement and grant research
- Maintains financial records in accordance with governmental accounting classifications.
- Perform data entry and retrieval using Authority automated financial system.
- Compile financial data to support project, audit and other functions.
- Assist with office clerical duties as directed.
- Perform other related duties as required.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree with course work emphasis in accounting, finance, business or related field; and three (3) years of experience in procurement, accounting, finance, business or related field; or an equivalent combination of education and experience.

Special Qualifications:

Possession of a valid, State of Florida driver's license to operate the motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills and Abilities:

- Knowledge of procurement standards and processes, specifically for Florida governmental entities.
- Knowledge of generally accepted accounting principles.
- Knowledge of Authority policies and procedures.
- Knowledge of financial/accounting software.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing.
- Ability to understand, follow, and convey written and oral instructions.
- Ability to collect, organize and evaluate data, and develop logical conclusions.
- Ability to work effectively with others.
- Ability to use Microsoft Office suite including Word, Excel and Outlook.
- Ability to operate a motor vehicle properly and safely.
- Good verbal, written communication and mathematical skills.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Tasks typically will involve a relatively low level of physically demanding work, but may include walking, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects. In addition, you must have the ability to sit and stand for extended periods. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths.

WORK ENVIRONMENT

Tasks will primarily involve work in an office environment. Some work outdoors in a wide range of southwest Florida weather and field conditions may be required.