

# **Florida State Courts System Class Specification**

**Class Title: General Services Administrator - OSCA**

**Class Code: 6555**

**Pay Grade: 283**

## **General Description**

The essential function of the position within the organization is to assist in the management and administration of procurement activities for the judicial branch. This position will provide high level support and training to a statewide base of users on contracts, grants, My Florida Marketplace (MFMP) and the state purchasing card; analyze contract utilization and spending trends; write, review and audit contracts, grants and purchase orders; coordinate, develop and implement procurement, contract management, and risk management policies, procedures, best practices and process improvements. This position acts as a liaison with each court of the judicial branch and between the judicial branch and various departments of the executive branch. The position will supervise staff and work under general supervision, independently developing work methods and sequences.

## **Examples of Work Performed**

Manages procurement related activity, including purchasing card and MFMP accounts and transactions, and assisting in the development, management and administration of contracts and grants; reviews and approves contracts, requisitions and invoices as delegated.

Provides high level support to a statewide base of users, including drafting contracts and agreements, contract administration, records management, safety and loss prevention, preparing/distributing reports, assisting with vendor information/questions, reconciling purchases and payments, and general contract and grant management.

Coordinates, develops and implements procurement and contract management policies, procedures, best practices and process improvements; reviews same for updates and recommends changes, as necessary. Conducts research and reviews of contracts and transactions to ensure compliance with policies, procedures and rules.

Assists in planning and managing departmental operating activities, such as development of annual audits and review of procurement activity; responds to requests for information and assistance from state courts system (SCS) users; assists in the development or review of Legislative Budget Requests, including appellate fixed capital outlay and facility requests.

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Sets up and maintains record systems; assists SCS users in maintaining record systems and understanding SCS records retention policies; provides guidance to SCS staff and staff from the 67 Clerks of Court on retention policies, including determination of appropriate records series, recommends additional series and assisting with training and coordination of records management liaisons and coordinators.

Coordinates and reviews competitive solicitations, requests for information, contracts and other solicitations or purchasing processes and documents within the OSCA and judicial branch. Assists with the creation and review of procurements and contracts to ensure appropriate, professional, accurate and thorough procurement documentation.

Develops templates, presentations, training materials, job aids, and other resources for staff related to procurement, contracts, grants, safety, loss prevention, records management and other areas of responsibility within the unit. Utilizes those resources, and more, in providing regular face-to-face and distance learning opportunities for court staff throughout the state.

Provides assistance with grant acquisition and management, including researching and applying for new grant opportunities; reviews SCS compliance with requirements of awarded grants.

Drafts and reviews grant-in-aid agreements to comply with legislative mandates; monitors grantees progress; reviews and audit grantee for compliance with the conditions of the grant-in-aid.

Reviews requests for disposition of surplus property; assists staff in determining appropriate disposition. Assists in the review and development of policies and procedures related to surplus property.

Coordinates the development and initiation of formal solicitations within the SCS; provides guidance to staff on required content; serves as purchasing staff for select solicitations; oversees solicitations through execution of final contract award.

Meets with SCS staff to ensure current and future procurement needs are met and planned for; identifies means for better sourcing of needed goods and services.

Writes comprehensive reports and recommendations proposing solutions to specific procurement or other organizational issued based upon thorough research and analysis. Uses research and spend and trend analysis to recognize and anticipate problems and risks, gather information and proactively make recommendations to resolve problems, seeks consensus and escalates issues when appropriate.

Provides direction to unit staff and others in the SCS to answer questions and resolve issues.

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Updates content posted on the General Service's web pages; develops new information and content for Internet and Intranet.

Supervises and coordinates staff, including training, assigning and evaluating work, counseling, and recommending disciplinary action.

Serve as backup for Chief of General Services for the Interagency Council on Safety and Loss Prevention, the Court Emergency Management Team, the Judicial Branch Records Management Committee, and other duties as needed. Fulfills the responsibilities of the Chief, including supervision of employees, as delegated during absences.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve technical or professional skills.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or overseeing risk management.

#### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

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Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads technical journals, abstracts, financial reports and legal documents; writes complex articles and reports; makes presentations to professional groups.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of laws, policies, guidelines, rules, and principles of logical thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects work unit and may affect other units or citizens.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the laws and standards of public health and safety.

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## Education and Experience Guidelines

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business, public, or judicial administration or management, finance, procurement, risk management or a closely related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of related experience.

**Licenses, Certifications, and Registrations Required:** Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None required.

Preference for:

Florida Certified Contract Manager  
Florida Certified Contract Negotiator  
Certified Professional Public Buyer  
Certified Public Procurement Officer