HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Procurement Bureau Manager

Job Code: U8807
Pay Grade: UK
Pay Scale: $116,464.70-$212,782.66 Annually
Exempt: Yes

OVERVIEW

The Procurement Bureau Manager is responsible for overseeing all procurement, contract, warehousing, and inventory functions and activities of the Sheriff's Office. This position works closely with all agency areas to ensure goods and services are acquired in a timely and cost-effective manner and that all solicitations are properly acquired and managed while provisions are followed according to all applicable rules, laws, regulations, and best practices. The position reports directly to the Chief Financial Officer (CFO).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Direct, oversee, and participate in the development and implementation of the Procurement Bureau workplan; assign work activities, projects, and programs; monitor workflow; and review and evaluate work products, methods, and procedures.
- Supervise, direct, and assist current personnel assigned to the Procurement Bureau while maintaining the necessary high-performance standards for the efficient and professional sector operation; recommend personnel appointments; provide or coordinate staff training; conduct performance reviews; and recommend and initiate corrective action as needed, including termination.
- Plan, organize, and direct centralized procurement activities of the Sheriff's Office including coordination and consolidation of functional area needs for standardized supplies, materials, equipment, and services; reviews and analyses of purchase requests; and performing the most complex contract negotiations and purchases.
- Provide professional, administrative, and technical direction and management for the Procurement Bureau and all Sheriff's Office contract and procurement activities; incorporate administrative direction received from the CFO.
- Consult with Sheriff's Office departments and other governmental agencies on bid specifications, bidder's lists, source of supply, bid submissions; approve/review award selections and contract supporting documents; prepare contract documents; prepare contract awards; and participate in professional services contract negotiations as required to ensure compliance with procurement laws, rulings, and regulations.
- Manage the Sheriff's Office protest procedures; interact with user functional areas and the Legal Division; and interpret protest data to apply applicable rules and regulations pertaining to resolution of protests.
- Document and train Sheriff's Office employees on new procurement procedures.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of principles and practices of public agency procurement, receiving, and warehousing materials, supplies, and equipment used by a large public agency.

- Knowledge of principles and practices of leadership, motivation, team building and conflict resolution.
- Knowledge of pertinent local, state, and federal rules, regulations, and laws.
- Knowledge of modern office procedures, development, and implementation.
- Knowledge of principles and practices of organizational analysis and management.
- Knowledge of budgeting procedures and techniques.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Proficient in the use of Microsoft Office Suite
- Ability to organize and communicate effectively.
- Ability to organize and direct centralized procurement operations.
- Ability to perform the most complex work of the Procurement Bureau.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to work independently and as part of a team.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to gain cooperation through discussion and persuasion.
- Ability to interpret and apply Sheriff's Office policies, procedures, rules, and regulations.
- Ability to supervise, train and evaluate personnel.
- Ability to use small office equipment, including copy machines or multi-line telephone systems.
- Ability to use computers for data entry, word processing and accounting purposes.

SKILLS

- Performance Management (PM)
- Employee Management
- Strategic Sourcing
- Bidding Process
- Procurement Negotiations
- Procurement Contracts
- Government Procurement
- Talent Development
- Coaching Management
- Procurement Systems
- Procurement Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree from an accredited institution of higher education with a major in business administration, public administration, procurement management, contract administration, or related field.
- Five years of progressively responsible procurement experience in purchasing and/or contract administration utilizing competitive bidding systems obtained within the past 10 years.
- Three years of experience in a supervisory capacity.

OR

- A master's degree from an accredited institution of higher education with a major in business administration, public administration, procurement management, contract administration, or related field.
- Three years of progressively responsible procurement experience in purchasing and/or contract administration utilizing competitive bidding systems obtained within the past 10 years.
- Two years of experience in a supervisory capacity.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- A valid Universal Public Procurement Certification Council (UPPCC) Certified Public Purchasing Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certification or the ability to obtain the CPPB or CPPO within one year of hire.
- Seven years of progressively responsible experience in purchasing and/or contract administration utilizing competitive bidding systems obtained within the past 10 years.
- Experience within the public sector.