HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Procurement Specialist

Job Code: W0710
Pay Grade: WM
Pay Scale: $27.92-$52.08 Hourly; $58,073.60-$108,326.40 Annually
Exempt: No

OVERVIEW

Perform procurement duties related to the planning, sourcing, solicitation, evaluation, and acquisition of equipment, commodities, and services in support of agency operations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Review, prepare, and manage procurement specifications for equipment, commodities, and services within assigned areas of responsibility.
- Review purchase requisitions and change orders for accuracy, completeness, cost estimates, quantities, and compliance with organizational procurement policies and procedures.
- Collaborate with requesting areas and internal stakeholders to clarify procurement requirements, validate scope of work (SOW), and align purchasing activities with operational and business objectives.
- Lead and coordinate sourcing initiatives, including Requests for Proposals (RFPs), Requests for Information (RFIs), and Requests for Quotations (RFQs), Bids, Term Contract (TCs), quotes, and other competitive solicitation processes.
- Utilize approved sourcing tools, procurement Enterprise Resource Planning (ERP) systems, and agency processes to manage procurement activities efficiently and in compliance with established standards.
- Research, evaluate, and recommend qualified vendors based on pricing, quality, delivery performance, service levels, and overall value while developing and maintaining strong supplier relationships.
- Prepare bid tabulations, conduct bid analyses, perform on-site pre-bid visits, and recommend the lowest and best-value vendors in accordance with procurement regulations and organizational policies.
- Respond to inquiries regarding procurement activities, purchasing procedures, vendor information, and sourcing processes.
- Maintain accurate and current procurement records, including requisitions, purchase orders, bid analyses, vendor files, technical specifications, and reference materials.
- Coordinate with cross-functional teams to resolve procurement-related issues, discrepancies, and supplier concerns in a timely and professional manner.
- Monitor supplier performance and compliance by evaluating cost, quality, delivery schedules, and service standards from currently used suppliers.
- Provide training and guidance to agency personnel on procurement policies, regulatory requirements, and purchasing procedures to ensure compliance throughout the procurement lifecycle.
- Attend supplier outreach events/forums to promote agency procurement opportunities while engaging with current and prospective vendors.
- Prepare required reports.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of procurement practices, vendor sourcing, bidding, contracts, and pricing agreements.
- Knowledge of procurement policies, procedures, and regulatory requirements.
- Knowledge of procurement ERP systems and computer applications used for reporting and recordkeeping.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and other procurement software.
- Ability to review requisitions and procurement documents for compliance and accuracy.
- Ability to research existing contracts and related documentation to gather information for solicitation development and preparation.
- Ability to analyze Bids, RFXs and TCs to recommend best-value purchasing decisions.
- Ability to maintain accurate procurement records and files.
- Ability to prepare procurement reports and bid analyses.
- Ability to communicate effectively with vendors and internal stakeholders.
- Ability to build and maintain effective working relationships with others.
- Ability to provide guidance on procurement policies and procedures.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to understand and perform intermediate mathematical computing.
- Ability to manage time efficiently and prioritize assignments based on importance/deadlines.
- Ability to pay close attention to detail.
- Ability to safely operate a motor vehicle.

SKILLS

- Government Procurement
- Procurement Software
- Bid Solicitation
- Professional Etiquette
- Data Analysis
- Enterprise Resource Planning (ERP) Systems
- Financial Analysis

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 moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- May travel to various work sites using a Sheriff’s Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- 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 high school diploma or possession of a GED certificate.
- Two years of experience as a purchasing agent or buyer.

OR

- An associate's degree from an accredited institution of higher education.
- One year of experience as a purchasing agent or buyer.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in any business field or public administration.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.