HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Procurement Manager

Job Code: W0702
Pay Grade: WQ
Pay Scale: $33.75-$51.90 Hourly; $70,200.00-$107,952.00 Annually
Exempt: No

OVERVIEW

Manage, oversee, and directly execute end to end procurement activities for commodities, equipment, and services while ensuring compliance with public procurement requirements. Performing full lifecycle procurement duties alongside staff while leveraging agency spend data analytics to drive cost savings, optimize purchasing strategies, and identify future procurement needs.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Lead and coordinate full-cycle competitive solicitation processes, including Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotations (RFQs), Invitations to Bid (ITBs), and Term Contracts (TCs) using agency ERP and procurement systems.
- Consult with agency leadership to determine operational commodity/service requirements, delivery schedules, and project timelines.
- Direct vendor sourcing strategies to maximize competition and secure high value vendor partnerships.
- Review, prepare, and manage detailed technical specifications, Scope of Work (SOW) documents, and procurement requisitions for equipment, commodities, and services.
- Analyze historical purchasing data, contract expiration schedules, and operational usage to forecast upcoming procurement needs and establish proactive sourcing timelines.
- Prepare comprehensive bid tabulations, conduct financial and vendor evaluations, and perform responsiveness/responsibility determinations to recommend awards.
- Evaluate waivers of competitive solicitations, sole-source justifications, and emergency purchasing requests for policy compliance and validity.
- Review purchase requisitions and change orders for accuracy, proper accounting, cost estimates, unit quantities, and policy adherence.
- Preside at Pre-Bid/Pre-Proposal conferences, site visits, and vendor meetings to clarify scope, address inquiries, and issue formal solicitation addenda.
- Evaluate and resolve formal bid protests in accordance with agency procedures.
- Monitor ongoing supplier performance, contract compliance, quality metrics, and delivery schedules; address vendor discrepancies or performance timely defaults.
- Maintain accurate, audit-ready procurement files, including requisitions, bid analyses, contracts, purchase orders, vendor evaluation records, and change orders.
- Attend supplier outreach events, forums, and trade shows to promote Sheriff's Office business opportunities to prospective vendors.
- Prepare routine and custom analytical reports regarding procurement metrics, savings achieved, active contracts, and department spend.
- Respond to inquiries from internal stakeholders, external agencies, and vendors regarding procurement activities and procedures.

- Provide expert guidance, training, and interpretation to agency personnel regarding public procurement regulations, purchasing policies, and ERP system usage.
- Supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal.
- May serve as Acting Procurement Bureau Manager as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Advanced Data Analytics, Spend Management Software or Excel (Pivot Tables, VLOOKUPs, Data Visualization), and Strategic Sourcing.
- Considerable knowledge of County procurement policies, practices, procedures, and regulations.
- Considerable knowledge of procurement practices such as vendor and source identification, pricing methods and calculations, bid and proposal preparation, contracts, and pricing agreements.
- Ability to analyze a variety of purchasing problems, to make sound recommendations as to their solutions and to prepare working procedures.
- Ability to interpret contractual language.
- Ability to train, coach, and develop procurement staff to promote consistency and professional growth.
- Ability to assign, prioritize, and oversee workload across a team of procurement professionals.
- Ability to prepare and/or review bid documents and responses for compliance with policies, procedures, conditions, and regulations.
- Ability to create, review, and approve change orders, contracts, and similar documents.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use a computer and related software.
- Ability to collect, organize, and evaluate data in order to develop logical conclusions.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to perform arithmetic calculations rapidly and accurately.
- Ability to understand and follow oral and written instructions and directions.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, and oversee the work of others.
- Ability to safely operate a motor vehicle.

SKILLS

- Procurement Practices
- Analytical Reports
- Strategic Sourcing
- Critical Thinking
- Vendor Management
- Government Procurement

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.
- Five years of experience procuring commodities and services.

OR

- An associate's degree from an accredited institution of higher education.
- Four years of experience procuring commodities and services.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Three years of experience procuring commodities and services.

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.