

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

OVERVIEW

Perform administrative duties related to the complex procurement of commodities and services in a centralized procurement office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Administer the procurement process that results in the acquisition of a variety of commodities and services to fulfill the requirements of County agencies and departments.
- Conduct procurement planning sessions with user department's representatives to ensure understanding of the procurement process and associated timeframes and establish respective roles and responsibilities.
- Determine the appropriate method of solicitation in accordance with applicable laws and Board policies.
- Review requisitions, specifications, and scopes of work to ensure they promote competition and best value for the County.
- Develop and assemble procurement documents and coordinate any required reviews to ensure consistency and accountability in County procurements.
- Identify potential vendors, using various sources, to ensure adequate competition.
- Preside at the PreBid/Proposal Conference to provide information and instructions and respond to vendor questions to ensure the clarity of solicitation documents.
- Identify issues that require an addendum and prepare and issue addenda to ensure all bidders have the same information.
- Conduct public bid/proposal opening for projects over the formal bid threshold in accordance with established procedures.
- Review bids and proposals for responsiveness to minimum procurement requirements and notify affected bidders/proposers of non-responsiveness and non-responsibility findings.
- Review, evaluate, and resolve protests in accordance with established procedures to ensure bidders/proposers receive due process and are treated fairly and consistently.
- Prepare award recommendations in compliance with agency policy and issues purchase orders.
- Negotiate with vendors to obtain best prices.
- Consult with department head or designee to determine commodity/service needs and delivery schedules.
- Review requisitions, purchase orders, and reports for accuracy and compliance with agency policies.
- Provide guidance, training, and motivation to lower level personnel in the procurement processes and automation systems.
- When so designated, may assume the authority of and act on behalf of a more senior staff member.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- 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 prepare and/or review bid documents and responses for compliance with policies, procedures, conditions, and regulations.
- Ability to prepare purchase 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.

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 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.

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.