HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Contract Administrator

Job Code: W0960
Pay Grade: WQ
Pay Scale: $33.75-$51.90 Hourly; $70,200.00-$107,952.00 Annually
Exempt: No

OVERVIEW

The Contract Administrator oversees all Sheriff's Office contracts to ensure that all solicitations are properly acquired, managed, and executed according to all applicable rules, laws, regulations, and best practices. The Contract Administrator works closely with all areas of the Sheriff's Office to ensure goods and services are acquired in a timely and cost-effective manner. The position reports directly to the Procurement Bureau Manager in the Financial Services Division (FSD).

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare and issue requests for proposals/invitation to bid including gathering requirements from stakeholders, drafting the RFP/RFQ, and distributing it to qualified vendors.
- Monitor and review bid documents, requests for proposal submissions, evaluation committee documentation and contracts for required compliance including ensuring that all bids are compliant with applicable laws and regulations and that the evaluation process is fair and objective.
- Assist in developing and revising procurement- and contract-related procedures and processes including identifying areas for improvement in the procurement process and developing and implementing new procedures to improve efficiency and compliance.
- Review contract files and amendments, change orders for accuracy, and required documentation for renewal and closeout to ensure that all contracts are properly executed and that all changes are made in accordance with the contract terms.
- Retain some degree of involvement in each assigned bid/request for proposal including keeping accurate documentation from inception through contract execution to ensure that there is a clear paper trail for all procurement activities and that any issues that arise can be easily tracked and resolved.
- Consult with Sheriff's Office departments and other governmental agencies on bid specifications, bidder's lists, sources of supply, and bid submissions to ensure that all procurement activities are coordinated with the relevant stakeholders and that the best possible results are achieved.
- Interpret and apply local, state, and federal procurement laws, rulings, and regulations to ensure that all procurement activities are conducted in a compliant manner and that the interests of the Sheriff's Office are protected.
- Establish quality control checks to ensure conformance with acceptable budgetary procedures and other departmental requirements related to requisitions and expenditures to ensure that all procurement activities are conducted in a cost-effective manner and that the Sheriff's Office is getting the best value for its money.
- Act and perform duties on behalf of the Procurement Officer in his/her absence to ensure that the procurement process continues to function smoothly even when the Procurement Officer is not available.
- Assist and train procurement staff and Sheriff's Office departmental staff in various

procurement processes to ensure compliance with applicable laws related to acceptable bids, quotations, and procedures.
- Assist in the Sheriff's Office protest procedures; interacts with user departments and Legal Division; interpret protest data to apply applicable rules and regulations pertaining to resolution of protests to ensure that all protests are handled in a fair and impartial manner and that the interests of the Sheriff's Office are protected.
- Provide professional, administrative, and technical direction and management for the Contract Administration Section and all contract and procurement activities of the Sheriff's Office including setting goals and priorities, developing and implementing policies and procedures, and managing the procurement staff.
- 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 to ensure that all procurement activities are conducted in a compliant manner and that the interests of the Sheriff's Office are protected.
- Stay up to date on changes in contracting laws and regulations.
- Develop and implement training programs for staff on contract management and procurement.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of local, state, and federal procurement laws, regulations, and best practices.
- Knowledge of principles and practices of leadership, motivation, team building and conflict resolution.
- Ability to effectively communicate with a variety of stakeholders, including vendors, internal staff, and members of the public both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to multitask.
- Ability to interpret and apply Sheriff's Office policies, procedures, rules, and regulations that govern contracts and procurement.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and other procurement software.
- Ability to pay attention to detail and work with accuracy.
- Ability to meet deadlines and work under pressure.

SKILLS

- Contract Administration
- Contract Compliance
- Contract Management
- Contracts Analysis
- Procurement Contracts

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.
- Seven years of progressively responsible experience in purchasing and contract administration including, but not limited to, preparing and issuing requests for proposals, reviewing and evaluating bids, negotiating contracts, and managing contract performance.
- Four years of experience in a supervisory capacity.

OR

- An associate degree from an accredited college or university with a major in business administration, public administration, contract management, or related field.
- Five years of progressively responsible experience in purchasing and contract administration including, but not limited to, preparing and issuing requests for proposals, reviewing and evaluating bids, negotiating contracts, and managing contract performance.
- Three years of experience in a supervisory capacity.

OR

- A bachelor's degree from an accredited college or university with a major in business administration, public administration, procurement management, contract administration, or related field.
- Four years of progressively responsible experience in purchasing and contract administration including, but not limited to, preparing and issuing requests for proposals, reviewing and evaluating bids, negotiating contracts, and managing contract performance.
- 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 uses 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.
- Experience within the public sector.