HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Contract Specialist

Job Code: W0961
Pay Grade: WO
Pay Scale: $29.92-$45.92 Hourly; $62,233.60-$95,513.60 Annually
Exempt: No

OVERVIEW

Oversee the full lifecycle of contracts and procurement activities to ensure compliance, proper performance, and fulfillment of all contractual obligations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage the contract process from initiation through award, including drafting contract documents, assisting in negotiations, and ensuring timely execution.
- Maintain involvement throughout the lifecycle of assigned bids or requests for proposals (RFPs), including developing clear specifications, updating bidder lists, reviewing submissions for responsiveness, and maintaining complete documentation.
- Participate in contract negotiations to support favorable terms and ensure alignment with agency needs.
- Monitor contractor performance and ensure compliance with contract terms; investigate and help resolve performance issues or disputes.
- Collaborate with internal stakeholders to align contracts with departmental goals, operational needs, and strategic priorities.
- Prepare procurement requisitions and ensure adherence to relevant procurement laws, regulations, and internal procedures.
- Apply quality control procedures to verify conformance with budgetary requirements and procurement standards.
- Review contract files, amendments, and change orders for accuracy, completeness, and proper documentation for renewals and closeouts.
- Stay current on contracting laws, rules, and best practices.
- Assist in developing and delivering training programs on contract management and procurement practices.
- Perform other related duties as assigned.

KNOWLEDGE & ABILITIES

- Knowledge of contract law and procurement regulations including laws and regulations that govern contracts and procurement in the public sector.
- Ability to manage complex processes including the ability to plan, organize, and execute a complex project from start to finish.
- 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 use Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and other software applications for data entry, word processing, accounting purposes, and contract/procurement activity management.
- Ability to gain cooperation through discussion and persuasion.

- Ability to interpret and apply Sheriff's Office policies, procedures, rules, and regulations that govern contracts and procurement.
- Ability to work independently and as part of a team.
- Ability to meet deadlines and work under pressure.

SKILLS

- Contract Writing
- Critical Thinking
- Detail-Oriented
- Verbal Communications
- Contract Review
- Written Communication
- Contracts Analysis

WORKING CONDITIONS

- Work within a law enforcement agency in an office, detention or correctional environment.
- 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 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.

OR

- An associate degree from an accredited college or university with a major in business administration, public administration, contract management, or related field.
- Three years of 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.

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.
- Two years of 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.

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 certification in contract management (e.g., National Contract Management Association (NCMA) Certified Professional Contract Manager (CPCM)) or procurement (e.g., Universal Public Procurement Certification Council (UPPCC) Certified Public Purchasing Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certification).
- Experience with government contracting.