

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



[joinhcsso.com](http://joinhcsso.com)

**Job Title:** Senior Procurement Analyst  
**Job Code:** W0702  
**Pay Grade:** WQ  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

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

## **Job Duties and Responsibilities**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- 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, Skills, and 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.
- Skill in the application of administrative techniques.
- Skill in contract negotiations.
- 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.

### **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university; and

Three years of experience procuring commodities and services.

OR

An Associate's Degree from an accredited college or university; and

Four years of experience procuring commodities and services.

OR

Graduation from a high school or possession of a GED Certificate; and

Five years of experience procuring commodities and services.

### **Additional Requirements**

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.