

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Procurement Manager

**Department:** Operations  
**Pay Grade:** 109  
**FLSA Status:** Exempt  
**Salary:** \$80,000-\$85,000

#### JOB SUMMARY

The Procurement Manager will administer all procurement activities including solicitations, bid evaluations and contract awards in accordance with Florida law and Children's Board policies and procedures. Lead informal & formal procurements including Requests for Proposals (RFPs), Invitations to Bid (ITBs), and Requests for Qualifications (RFQs).

#### ESSENTIAL JOB FUNCTIONS

- Evaluate bids and proposals, conduct vendor negotiations, and draft contract award recommendations.
- Ensure strict adherence to Florida's procurement and Sunshine Law requirements, maintaining transparency and public accountability throughout all procurement processes.
- Serve as the Children's Board's subject matter expert on procurement-related provisions of Florida Statutes, particularly as they pertain to special districts.
- Draft, review, and oversee contracts and amendments to ensure legal compliance, cost-effectiveness, and performance standards.
- Maintain accurate and comprehensive documentation for public records, audits, and internal reporting.
- Collaborate with legal counsel, consultants, and department heads to ensure procurement needs are met in a timely and legally compliant manner.
- Recommend policy and procedural updates to improve procurement effectiveness and legal compliance.
- Provide training and guidance to internal staff on procurement rules, ethics, and best practices.
- Coordinate with departments and vendors to resolve issues and enforce terms.
- Conduct market research to identify cost-effective procurement opportunities and qualified vendors.
- Develop and assemble purchasing documents, coordinating any required reviews to ensure consistency and accountability related to Children's Board policies and procedures.

#### QUALIFICATIONS

**Education and Experience:**

Bachelor's degree in business or public administration, Business Law, Finance, Purchasing or closely related field; minimum five (5) years' experience in public procurement & contract; previous supervisory experience.

**Licenses or Certifications:**

- Certified Procurement Professional (CPP) required; Florida Certified Contract Manager (FCCM) or Certified Professional Purchasing Manager (CPPM) strongly preferred.

**Knowledge, Skills and Abilities:**

- Advanced knowledge of Chapters 189, and 287, Florida Statutes, along with demonstrated experience administering public sector procurement processes in compliance with state and local regulations.
- Familiarity with competitive purchasing pools and the legal requirements for piggybacking off eligible contracts, including verifying contract eligibility and compliance with Florida procurement statutes.
- Strong knowledge of contract law and the ability to analyze legal documents.
- Working knowledge of formats and styles used in legal documents.
- Proficiency with Microsoft Office Suite.
- Excellent verbal and written communication skills.
- Ability to work within designated data systems to initiate, maintain, test and process data specific tasks and action steps.
- Ability to balance workload with attention to detail, highly organized and manage changing priorities with a positive attitude.
- Ability to work effectively with others.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the Children's Board with courtesy and professionalism.

**PHYSICAL DEMANDS**

Physical demands are restricted to sedentary to light work requiring occasional lifting or moving of items up to 20 pounds. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers e.g., routine keyboard operations; mental acuity including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity. Other physical abilities that may be required: balancing, crouching, handling, kneeling, reaching, repetitive motion, and stooping.

**WORK ENVIRONMENT**

Essential functions are regularly performed without exposure to adverse environmental conditions; work is performed in a standard, temperature-controlled environment subject to typical office noise and environment.

***The Children's Board of Hillsborough County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***