



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

May 23, 2023

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Senior Contract Manager & Purchasing Agent	Department:	Budget, Accounting & Program Finance
Reports To:	Senior Manager, Budget and Business Services	FLSA Status:	Exempt
Pay Grade:	107	Hiring Range:	\$58,442.99 - \$77,430.07

Salary is commensurate with experience

Position Purpose:

This position performs professional work of advanced difficulty related to procurement of commodities and services and contract management in a centralized procurement office while under supervised direction.

Key Responsibilities:

- Coordinates the procurement process of supplies and professional services of all JWB departments in accordance with all applicable federal, state, and local laws, policies, and procedures.
- Engages in strategic procurement planning with departments, provides guidance and assistance as needed, communicates purchasing policies and procedures to all personnel, and interprets policies and procedures as necessary.
- Determines the appropriate method of solicitation in accordance with applicable laws, Board policies, and best practices.
- Remains abreast of current trends in purchasing, including recent prices and market conditions.
- Develops and assembles procurement documents and coordinates any required reviews and addendums to ensure both consistency and accountability.
- Identifies potential vendors using various sources to ensure adequate competition and prepares and coordinates solicitation notices such as legal notices, website postings, etc.
- Presides at the pre-bid/proposal conference to provide information and instructions and responds to vendor questions to ensure the clarity of solicitation documents. Maintains accurate records of all solicitations, responses, and processes.
- Reviews bids and proposals for responsiveness to minimum procurement requirements and notifies affected bidders/proposers of non-responsiveness and non-responsibility findings.
- Coordinates and facilitates the solicitation evaluation process and prepares award recommendations in compliance with Board policies.
- Reviews, evaluates, and resolves protests in accordance with established procedures to ensure bidders/proposers receive due process and are treated fairly and consistently.
- Negotiates with vendors to obtain best prices and identifies acceptable levels of risk for both parties.
- Develops contracts, purchase orders, change orders, and other related documents as required.
- Performs contract administration tasks, acts as liaison between suppliers and departments, ensures compliance with terms and conditions, negotiates amendments, extensions, and change orders, and performs audits, cost analyses, and contract terminations.
- Provides back-up to the FSI Procurement Card Administrator for p-card management and processing check requests.
- Works cooperatively on inter- and intra-departmental teams through the support of established team objectives and timeframes.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit record management procedures while adhering to State Laws.
- Performs related work as assigned or required.

Specifications:

- Bachelor's Degree in Business or Public Administration, Business Law, Finance, Purchasing, or related field.
- A minimum of two (2) years' progressively responsible experience in purchasing and/or contract management.
- Knowledge of principles and practices of public procurement, including value analysis (e.g., cost-reduction, cost avoidance, total cost of ownership).
- Knowledge of relevant and modern techniques of specification and contract writing.
- Advanced knowledge and skills with computers, including common office software and productivity tools.
- Knowledge of Microsoft Office Suite programs and their essential functions.
- Skills in contract negotiation and management.
- Ability to read, interpret, explain, and properly apply rules, regulations, laws, policies, and procedures.
- Ability to use independent judgment and make sustainable recommendations.
- Ability to resolve complex problems and meet established timelines.
- Ability to effectively communicate both verbally and in writing.
- Ability to convey complex and technical subjects in a clear, concise, and positive manner.

Additional Requirements:

- Certified Professional Contract Manager (CPCM); Certified Professional Public Buyer (CPPB); Florida Certified Contract Manager (FCCM) or equivalent certification desirable.
- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid remote position but physical presence at the JWB building and other sites in Pinellas County may be required.

Interested candidates, please submit resumes by Tuesday, June 13, 2023 to:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

*Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org
All applicants are advised that applications in Florida become a matter of public record upon receipt*