



## 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

**JUNE 6, 2025**

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.

<b>Position Title:</b>	Senior Manager, Procurement and Business Services	<b>Department:</b>	Budget, Accounting, and Program Finance
<b>Reports To:</b>	Chief Financial Officer	<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	112	<b>Hiring Range:</b>	\$82,489.70 – \$111,361.10 Salary commensurate with experience

#### Position Purpose:

This position is responsible for the management and coordination of all functions related to JWB's procurement, administrative contracts, and risk management. Oversees the daily operations of the Procurement Services Unit in accordance with applicable statutes, regulations, policies and best practices under general supervision with independent judgement and initiative.

#### Key Responsibilities:

- Provides leadership, management, vision, and oversight of the Procurement Services Unit.
- Evaluates the work of three unit staff and provides coaching, training and professional development to enhance individual and team effectiveness.
- Directs centralized procurement activities for goods and services to fulfill the requirements of JWB departments.
- Identifies, leads and implements procurement and contract process improvements.
- Prepares necessary memos, documents, and presentations for Finance Committee and Board meetings.
- Coordinates procurement planning sessions with units to clarify processes, timelines, and responsibilities.
- Determines appropriate solicitation methods in accordance with applicable laws, Board policies and best practices.
- Serves as the main point of contact for all procurement matters, including interpretation of policies and procedures.
- Represents Procurement Services Unit in vendor disputes and protest hearings.
- Reviews procurement documents for accuracy, policy compliance and best value for JWB.
- Administers and enforces JWB's Purchasing Policies to ensure compliance.
- Negotiates pricing and terms with vendors to secure cost-effective goods and services.
- Oversees the preparation, administration and monitoring of administrative contracts.
- Reviews contracts, purchase orders, change orders and related documents for accuracy and compliance.
- Develops and implements standards and procedures for contract development, monitoring and enforcement to ensure all contracting procedures comply with applicable Federal, State, and Local laws, and Board Policies.
- Coordinates annual renewals of JWB's insurance coverage, including commercial general liability/professional liability, commercial automobile, public officials/EPLI liability, and flood coverage policies.
- Collaborates with insurance consultant and JWB brokers to assess risk exposure and establish insurance requirements.
- Reviews and manages the certificates of insurance for vendors doing business with JWB.
- Implements goals, objectives, and measurement criteria for the Procurement Services Unit.
- Develops, facilitates, and delivers training for procurement, contract administration, and risk management.
- Assists in the formulation of Board Policies related to procurement, risk management and contract administration including recommendations for revisions.
- Ensures all departments are aware of established policies and procedures for procurement, contract management, and risk management. Provides trainings on these topics as needed.
- Develops and maintains electronic tracking and monitoring systems for contract and procurement activities. Produces management reports and related documents.
- Manages financial, professional and technical staff ensuring high quality financial services' mission support is delivered to JWB staff in an efficient manner.
- Maintains and oversees record management processes for assigned Unit to ensure records are managed in compliance with State Laws.
- Works cooperatively on inter and intra departmental teams, to ensure procurement needs are met efficiently and effectively across the organization and support established team objectives and timeframes.
- Performs other related work as assigned or required.

#### Specifications:

- Bachelor's degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field. Master's degree preferred.
- Minimum six (6) years progressively responsible experience in purchasing and contract management that includes three (3) year supervisory experience.
- Certified Public Purchasing Officer (CPPO) and Certified Governmental Financial Officer (CGFO) preferred.
- Certified Professional Contract Manager (CPCM) desirable.
- Knowledge of principles and practices of public procurement, including value analysis (e.g. cost-reduction, cost avoidance, total cost of ownership) and the techniques of specification and contract writing.
- Working knowledge of contract development and administration.
- Strong analytical and problem-solving skills.
- Excellent planning and organizational skills.

- Advanced knowledge and skills with computers, including common office software and productivity tools.
- Ability to conduct negotiations and interpret contracting requirements and other legal documents.
- Ability to prepare written and oral reports.
- Ability to present materials and items at Finance Committee and Board meetings.
- Ability to establish schedules and to complete projects on a timely basis.
- Ability to lead and foster a positive and productive work environment with the team and maintain effective working relationships with other departments, vendors, and the general public.

**Additional Requirements:**

- 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 and physical presence at the JWB office and other sites in Pinellas County is required as needed.

**Interested Applicants, please submit resumes by Monday, July 7, 2025:**

**Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit**

**14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://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](http://www.jwbpinellas.org)*

*All applicants are advised that applications in Florida become a matter of public record upon receipt*