



PROCUREMENT OFFICIAL
SARASOTA COUNTY GOVERNMENT
(\$98,000 negotiable)

Our client, the Sarasota County Government, seeks a Procurement Official. The Procurement Official supports the mission of the Procurement Department's principal staff with responsibility for procurements of technology, various commodities and services. This is high-level operational management work leading the day-to-day operations of the Procurement department. This position provides direct oversight of the procurement function including planning, administration, and control of goods, services, and materials in an amount that exceeds \$398 million annually.

KEY RESPONSIBILITIES

The Procurement Official oversees the overall operations of Procurement. He/She will also develop short and long-term departmental goals and objectives. Other responsibilities include: establishing, implementing, and managing the department budget; developing business plans and staffing plans in accordance with the County's strategies; developing and implementing procurement policies and procedures; and, working with the Procurement Team and Executive Management to develop legal and sound procurement practices.

The Procurement Official will also interact with the Board of County Commissioners and report to the Director of the Office of Financial Management to ensure the Procurement Code, policies, guidelines and procedures, as well as applicable state and federal laws are followed by all county staff. The Procurement Official also ensures the efficiency of the procurement function for internal and external customers including: analysis, evaluation and review of bids and proposals; negotiating prices, as well technical and complex contracts; selection and recommendation of vendors; and, overseeing maintenance of necessary records. Staff management and proactive assessments of fraud awareness, prevention, detection, and risk mitigation activities are also major areas of responsibility.



REQUIRED EDUCATION AND EXPERIENCE

The successful candidate for Procurement Official will possess a Bachelor's Degree from an accredited college or university in Business Administration or related field, and six (6) years of relevant experience, or, a Master's Degree may substitute for four (4) years of the required experience. Supervisory experience is required. A mastery of contracting laws, principles, regulations, and contracting strategies and knowledge of county government organization and functions, Incident Command Systems and/or Emergency Operations is required. Knowledge of various contracting instruments and processes, including but not limited to, source selection, multiple-award, and targeted business enterprises is necessary. Proven experience in personnel management, including leadership and motivational skills, leave, grievances, disciplinary actions, performance ratings, merit promotions, training, and contract administration is necessary. A CPPB, CPPO or CPM certification is preferred, and is a requirement within 12 months of date of hire.

TO APPLY

Please send a cover letter and resume to: SarasotaCounty_Procurement@polihire.com. Applications will be reviewed on a rolling basis.

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