



HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

Job Title	Director of Procurement & Strategic Initiatives	Pay Grade		Class Code	
Department		Salary Range			Annually
Reports To	County Administrator	FLSA Status	Exempt		
Bargaining Unit	None	Revised			

GENERAL DESCRIPTION:

The Director of Procurement and Strategic Initiatives is a key executive leader responsible for overseeing and directing county-wide procurement operations, strategic planning, grants, risk management, and centralized project management. This role ensures that procurement processes are efficient, ethical, and compliant with applicable laws and policies; leads the development and implementation of the County's Strategic Plan; manages enterprise-wide risk; and oversees the successful execution of high-impact projects and grants through a centralized project management function.

This position works closely with county leadership, department directors, external stakeholders, and vendors to drive operational excellence, strategic alignment, and fiscal responsibility across all assigned areas.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, develops, and directs professional, technical staff engaged in the administration of procurement, grants, strategic planning, project management, and risk.
- Coordinates annual insurance policy renewal process for applicable insurance coverage, including the application process and proposals evaluation. Recommend changes in policy valuation, coverage, and deductibles.
- Prepare Board of County Commission agenda items relating to the department for consideration by the Board and in public presentations, as necessary.
- Review and prepare analytical and research reports and summaries related to areas of responsibility and make recommendations to the Board of County Commissioners.
- Direct and oversee all county procurement functions, including competitive bidding, contract negotiations, vendor management, and procurement compliance.
- Ensure adherence to applicable federal, state, and local procurement laws and regulations.
- Develop and implement procurement, risk, grant, and project management policies, procedures, and systems to enhance efficiency and transparency.

JOB REQUIREMENTS:

Education / Experience	Graduation from a regionally accredited college or university with a Master's Degree in Business Administration, Project Management, Public Administration or a related field and three (3) years of progressively responsible experience in Project Management, County Government OR a Bachelor's Degree and five (5) years of experience as stated above. A combination of education, training and experience may be substituted at the County's discretion.
Licenses, Certifications or Registrations	Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (C.P.M.), or other recognize procurement experience/training, Risk management credentials such as Associate in Risk Management (ARM) or similar, preferred. Project Management Professional (PMP), preferred. Grants Professional Certified (GPC) or Certified Grants Management Specialist (CGMS), preferred. Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

EQUIPMENT USED

Personal computer and multiple software programs and printer, telephone, copy machine, and automobile.

KNOWLEDGE, SKILLS AND ABILITIES

- Federal, state, and local procurement laws and best practices.
- Strategic planning methodologies and performance management systems.
- Insurance markets and risk assessment tools
- Project management principles, methodologies, and software tools.
- Public administration principles and intergovernmental operations.
- Leadership, team building, and personnel management.
- Negotiation, contract management, and vendor relations.
- Strategic thinking and long-range planning.
- Public speaking, presentation, and stakeholder engagement.
- Data analysis, performance tracking, and reporting.

ENVIRONMENTAL CONDITIONS

Constant: Works inside and closely with others but may be required to work outdoors or provide on-site assistance to departments as dictated by need.

MARGINAL / SECONDARY JOB FUNCTIONS

- Performs other reasonably related duties as assigned by immediate supervisor and other management personnel.
- In case of an emergency or crisis situation (hurricane, flood, etc.), position is required to perform reasonable duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE