

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Organization Name: Palm Beach County Sheriff's Office – Procurement (West Palm Beach, Florida)
Job Posting Title: IRC56297
Job Title: Procurement Analyst
Work Schedule: Monday - Friday (7:30am - 4:00pm)
Recruiter: HR Analyst – Kalypso Katsikis
Accepting Applications: 11/10/2025 – 11/24/2025

Detailed Description

Duties include, but are not limited to the following: Analyzing procurement activities to identify areas for strategic sourcing to maximize leverage and reduce cost while strengthening the Agencies buying position. Procurement of materials and services in support of agency operations. Continuous search for new sources of supply to meet cost reduction objectives, developing lists of potential suppliers, issues requests for information (RFI) and requests for proposals (RFP), evaluating RFIs and RFPs, negotiating final agreements, awarding agreements, and leading the completion of contracted work. Consults with contracts management, sourcing group and legal departments, as appropriate, to ensure, contracts and purchase orders minimize agency risk and liability. Responsible for on-going administrations of new and existing contracts and supplier relationships, and for assisting end users in the development of commodity specifications and statements of work including proper supplier performance metrics. Works with internal customers to review complex material and service requirements for projects and develops a procurement strategy to meet those needs. Performs other duties as assigned.

Job Requirements

- Bachelor's Degree from an accredited college or university with an emphasis in Procurement, Materials Management, Business Administration, Economics, Finance, Accounting or related field (**Unofficial Transcripts to be uploaded at time of application**).
- Minimum of five (5) years of experience in Information Technology Procurement with a public or private entity.
- Must possess excellent interpersonal and written communication skills.
- Must demonstrate knowledge of purchasing methods and procedures, purchasing sources, prices, market factors, product characteristics, general and technical specifications, departmental policies and procedures and laws controlling governmental purchases.
- Must be able to obtain and maintain a valid Procurement certification upon employment.

PREFERENCES:

- Certified Public Procurement Officer (CPPO)
- Certified Professional Public Buyer (CPPB)
- Certified Purchasing Manager (CPM)
- Other nationally recognized Procurement certification

How To Apply

To view the additional details and submit your online application please visit: www.pbso.org/jobs

If you have questions, please contact Human Resources directly at 561-688-3540

Palm Beach County Sheriff's Office is an Equal Opportunity Employer
Veterans' Preference to be requested at time application is submitted

Certain service members may be eligible to receive waivers for Postsecondary educational requirements and are encouraged to apply
Applicants with a disability who require accommodation within the application/interview process should direct a request in advance to HR.