



## Hernando County, Florida BOCC Contracting Agent II

<b>SALARY</b>	\$27.53 - \$38.55 Hourly \$2,202.40 - \$3,084.00 Biweekly \$57,262.40 - \$80,184.00 Annually	<b>LOCATION</b>	Brooksville, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	14351
<b>DEPARTMENT</b>	Procurement	<b>OPENING DATE</b>	10/10/2025
<b>CLOSING DATE</b>	10/24/2025 11:59 PM Eastern	<b>FLSA</b>	Exempt
<b>BARGAINING UNIT</b>	N/A		

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### Description

Highly responsible position tasked with performing technical administrative involving policies, practices, methods, and procedures. Responsible for performing specialized work in the large scale purchasing of a wide range of materials, equipment, supplies, services, construction, and professional services at values over the bid limit requirements in the Hernando County Purchasing and Contracts Department. Reports to Procurement Manager-Contracts.

### Examples of Duties

The following statements describe the principal functions of this job and its scope of responsibility but shall not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

- Writes, prepares and negotiates contracts with vendors and contractors which are in the best interest of the County. Monitors and evaluates contracting vendors performance to ensure compliance with contracts/agreement and law.
- Prepares agenda items of a contractual nature for the Board of County Commissioners action.
- Monitors any contract changes, amendments or negotiations made by the Board of County Commissioners and/or other parties.
- Coordinates procurement of construction projects and term contracts for a variety of supplies, services, materials and equipment for County departments within policy guidelines and in conformance with applicable statutes, ordinances and regulations.
- Consults with departmental personnel on procurement needs, provides technical assistance, and advises on equipment needs, construction, supplies, services, and purchasing procedures. Confers with requesting agency personnel regarding the adequacy of specifications for construction, supplies, services and equipment to be purchased.

- Modifies and finalizes specifications for bid document incorporation; attends pre-bids, bid openings, reviews, tabulates and analyzes bids; reviews bids with departmental personnel to determine the lowest responsive and responsible bidder.
- Writes recommendations for awards of bids for Board of County Commissioners approval.
- Remains current with State of Florida contracts and other governmental contracts offering cooperative use.
- Coordinates and ensures that pay requests and any change orders are accurately completed by the Board of County Commissioners, any County Department and the agreeing party.
- Maintains contract documentation for those solicitations and contracts assigned to this position i.e., bonding, insurance certification, licensing, etc.
- Monitors assigned contracts for compliance by vendors with the terms and conditions thereof and coordinate s with staff as to any changes or amendments required by the Board of County Commissioners and/or other party.
- Performs a variety of purchasing assignments of complexity and difficulty from inception of demand through receipt and acceptance of materials, equipment and services.
- Interfaces with other purchasing operations as necessary to provide a cohesive procurement system.
- In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
- Regular attendance.

#### Emergency Response

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

## Typical Qualifications

#### Education

Bachelor's degree with major course work in business, accounting, finance or related field.

#### Experience

- Five (5) years of public governmental purchasing experience.
- Experience in issuing solicitations and monitoring contracts.

A combination of education, training and experience may be substituted at the County's discretion.

#### Certifications (preferred).

- Certified Public Professional Buyer
- Certified Public Procurement Official
- Certified Purchasing Manager
- Certified Professional in Supply Management
- Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

#### Required Competencies

- Knowledge of procurement practices and procedures either public or private including vendor and source identification, pricing methods, bid preparation, contracts and pricing agreements.
- Knowledge of laws and regulations governing public procurement activities and expenditure of public funds.
- Ability to exercise independent and impartial judgment recommendations and decisions.
- Ability to analyze a variety of purchasing problems, to make sound recommendations as to their solutions and to prepare working procedures.
- Ability to interpret contractual language, particularly relative to state contracts.
- Ability to prepare and/or review bid documents and responses for compliance with policies, procedures, conditions and regulations.
- Ability to negotiate prices, terms, and contractual provisions.
- Ability to establish and maintain good working relationships with co-workers, user Departments, officials, and suppliers.
- Skill in procurement documentation.

- Ability to communicate effectively both in writing and orally.
- Ability to proficiently use Microsoft Word, Excel, and Outlook.

## Supplemental Information

Grade: 9

\*\*\*\*\*Veterans Preference Position, must be minimally qualified\*\*\*\*\*

*Hernando County Board of County Commissioners (BOCC) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristic as defined by law.*

*Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.*

*Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to the BOCC in advance to allow sufficient time to provide an accommodation.*

## Benefits

Join our team!

Our benefits are designed to enhance your work and life balance, as well as the community we serve.

Hernando County offers a comprehensive benefits package to eligible employees including health care, dental, vision, Florida Retirement System (FRS), voluntary deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, and paid time off plans.

To learn more details, visit our benefits page: <https://www.hernandocounty.us/departments/departments-f-m/human-resources/benefits>

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### Employer

Hernando County, Florida BOCC

### Address

15470 Flight Path Drive

Brooksville, Florida, 34604

### Phone

3527544013

3527544013

### Website

<https://www.hernandocounty.us/home>

## Contracting Agent II Supplemental Questionnaire

### \*QUESTION 1

Which statement below best describes the highest level of education you have completed?

- ☐ High school graduate, diploma or the equivalent (GED)
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Professional degree
- ☐ Doctorate degree

**\*QUESTION 2**

When is the last time you had to issue a solicitation and what was it for?

**\*QUESTION 3**

Please list three pricing methods for procurement operations.

**\*QUESTION 4**

When is the last time you had a purchasing problem and what was your recommendation?

**\*QUESTION 5**

What statute and chapter cover procurement procedures for county government contracts?

**\*QUESTION 6**

Do you have of the following certifications: Public Professional Buyer, Public Procurement Official, Purchasing Manager and/or Professional in Supply Management?

**\*QUESTION 7**

Do you currently hold a FL Driver's License and is it in good standing?

\* Required Question