



City of Clearwater Procurement Division Manager

SALARY	See Position Description	LOCATION	Clearwater, FL
JOB TYPE	Full-time	JOB NUMBER	2026-00147
DEPARTMENT	Financial & Budget Operations	DIVISION	PROCUREMENT
OPENING DATE	03/18/2026	CLOSING DATE	Continuous

THE CITY OF CLEARWATER IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be legally authorized to work in the United States without the need for current or future visa sponsorship. City of Clearwater will not sponsor employment visas (e.g., H-1B, or any other work authorization status).

Position Description

TARGET ENTRY SALARY: \$96,369 - \$115,000 DOQ

CURRENT LISTING OPEN UNTIL FILLED

Under administrative direction, the Procurement Division Manager supervises, oversees, directs, and manages the purchasing operations for the City of Clearwater. Performs advanced purchasing tactics and methodologies and oversees the department's operations.

Duties and Responsibilities

Essential Functions: -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

- Plans, directs, and controls the administration of the City's procurement system and processes to acquire needed goods, services, materials, supplies, construction, and professional services; ensures compliance with applicable federal, state, and local laws, regulations, and policies, including Florida Statutes and the Consultants' Competitive Negotiation Act (CCNA); and handles high-complexity procurement matters.
- Surveys and evaluates the City's requirements and needs for supplies, materials, construction, and professional services; coordinates formal solicitations, including invitations to bid, requests for proposals, requests for qualifications, and qualifications-based selections under CCNA; drafts solicitation formats, standardizes templates, and establishes timelines, meetings, public notices, recordings, and interviews.
- Determines where benefits of standardization and quantity purchasing can be realized; directs and coordinates the City's centralized procurement activities including system management, contract management, solicitations, and CCNA compliance.
- Prepares specifications for equipment and supplies in conjunction with requisitioning departments; assists departments with the development of scopes of work, specifications, and qualification criteria; provides procurement guidance and contract language recommendations.

- Stimulates and solicits competition among vendors; confers with company representatives, and salesmen; places orders for materials, supplies, and equipment for use in city departments.
- Negotiates annual contracts for supplies and services; facilitates the qualifications-based selection of professional services in accordance with CCNA requirements; tabulates and evaluates bids, proposals, and qualifications.
- Manages the disposal of surplus supplies, materials, and equipment; ensures all procurement and disposal activities are conducted in compliance with applicable standards, rules, regulations and policies.
- Develops, implements, and monitors work procedures; supervises the preparation and maintenance of appropriate records and files; oversees subordinate personnel and manages work activities and performance evaluations.
- Supervises the purchasing card program and administers procurement-related policies and internal controls; responds to public records requests related to bid documents, contracts, and other procurement activities in accordance with applicable public records requirements.
- Performs customer service and other duties as assigned.

Minimum Qualifications

Licenses, Certifications, and Equipment:

A valid State driver's license is required.

Certified Public Purchasing Officer is preferred.

Education and Experience:

Bachelor's Degree in Business, Public Administration, or a related field PLUS five (5) years of experience in responsible purchasing operations, including purchasing on a large-scale basis, competitive bidding, and supervisory responsibilities; OR an equivalent combination of education, training, and experience may be considered.

Supplemental Information

Knowledge of –

- Principles and practices of advanced large-scale purchasing and stock handling
- Types, grades, and suppliers of materials, supplies, and equipment
- Automated Purchasing and procurement card systems
- Supply sources, price trends, and market conditions
- Manages and oversees all purchasing and procurement activities
- Office practices, procedures, and equipment
- Record keeping, report preparation, filing methods, and records
- General office policies and procedures; computers and general office equipment

Skill in –

- Developing solutions to complex procurements and financial or business negotiations
- Assembling, compiling, and analyzing data and specifications and evaluating quotes and bids
- Negotiate and manage a large portfolio of high-profile contracts
- Managing, training, guiding, and leading staff
- Completing tasks given both orally and in writing
- Maintaining detailed files and records
- Establishing and maintaining strong office relationships
- Operating a computer and related software

Phone

727-444-8116

Website

<http://www.myclearwater.com>

Procurement Division Manager Supplemental Questionnaire

***QUESTION 1**

What level of Driver's License do you currently possess?

- CDL A
- CDL B
- Regular (E)
- ID Only
- Out of State
- None of the above

***QUESTION 2**

What is your highest level of education?

- Masters Degree or higher
- Bachelors Degree
- Associates Degree
- High School Diploma or GED Certificate
- Completion of 10th grade
- Less than 10th grade education

***QUESTION 3**

How many years of experience in responsible purchasing operations, including on a large-scale basis, competitive bidding and supervisory responsibilities?

- No experience
- Less than 6 months
- 1-3 years' experience
- 3-5 years' experience
- 5-8 years' experience
- 8-10 years' experience
- 10 + years' experience

***QUESTION 4**

Are you legally authorized to work in the United States?

- Yes

No

***QUESTION 5**

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?"

Yes

No

* Required Question