

PINELLAS SUNCOAST TRANSIT AUTHORITY

*invites your interest in the
position of*

DIRECTOR of PROCUREMENT

PINELLAS COUNTY, THE COMMUNITY

Home to about 925,000 residents, Pinellas County, on Florida's West Coast, is a 280-square mile peninsula bordered by the Gulf of Mexico and Tampa Bay. The County from tip to tip is 38 miles long and 15 miles wide at its broadest point. Pinellas' location provides the area with an ideal year-round climate. Cold winds are tempered in winter and warm breezes are cooled in summer as they blow over the Gulf of Mexico and Tampa Bay.

Pinellas County Government is a unique, complex mix of 25 governmental bodies: one for each of the 24 cities/municipalities and one for the unincorporated area. Almost half of the county is unincorporated and the residents living in these areas are governed by, pay taxes to and receive services directly from the Pinellas County government.

Pinellas, originally a part of Hillsborough County, became a separate county in 1912. When first formed, its population was 13,193 and the 2015 estimated population is 925,000 for Pinellas County. When compared with Florida's 66 other counties, this estimate shows Pinellas County to be the most densely populated county in the state.

THE PINELLAS SUNCOAST TRANSIT AUTHORITY

In 1903 the first streetcar line ran between the City of St. Petersburg and what is today, the City of Gulfport. Over the ensuing years several transit systems were created in cities and regions throughout Pinellas County. Pursuant to Federal Government legislation in the early 1980s, the Florida Legislature approved the merger of transit properties in the County and passed legislation creating the Pinellas Suncoast Transit Authority (PSTA) and in 1984 PSTA became Pinellas County's public transit provider with 128 buses on 79 routes.

Today PSTA has a total ridership of 14.5 million annually, served with 202 transit vehicles operating on 40 bus routes. The bus routes include over 5,000 bus stops, having in excess of 700 bus shelters. Visit the following link to learn more about PSTA:

www.psta.net

THE PROCUREMENT DEPARTMENT AND THE DIRECTOR POSITION

In addition to the Director, the Procurement Department has a Purchasing Manager and two Buyers. The Director works under the general supervision of the Chief Financial Officer and performs highly responsible management, administrative and supervisory work supporting the purchasing operation of PSTA. The Director is responsible for organizing, coordinating and directing programs and activities of the purchasing department, including supervision and staff development. Duties include the review and updating of PSTA's procurement system, developing departmental goals, policies and procedures.

The essential duties and functions of the Director will include the following and other related duties as may be assigned:

- Plans, assigns, trains, supervises and evaluates the work of the procurement staff.
- Initiates and maintains contracts for assigned major projects and service, including fuel and utilities.
- Directs and oversees the procurement function ensuring that bidding processes and procedures encourage competition and minimize the cost of goods and services.
- Reviews and approves all bid packages prior to release.
- Reviews bids and makes recommendations for awards.
- Provides strategic direction for all PSTA purchases.
- Combines requirements of all PSTA's operating units and manages the procurement process.
- Represents the department to vendors, user representatives and other interested parties to ensure communication of pertinent data and awareness of mutual obligations or regulations.
- Recommends and implements approved changes in policy and procedures as necessary to meet varying requirements.
- Implements and recommends approved changes relative to the procurement system.
- Advises and assists departments in the development of specifications and coordinates the purchasing function between departments and vendors.
- Develops the annual operating budget and long-range capital budget plan for the department.
- Reviews and approves all purchase orders prior to release.
- Audits all grant funded purchases against funding requirements checklists.
- Develops, prioritizes and implements goals and objectives for the department.
- Performs in-depth research and analysis of procurement requirements and maintains records and files of procurement activities.
- Identifies opportunities for cost savings through standardization, consolidation and cooperative purchasing.
- Leads the RFP evaluation team.

KNOWLEDGE, SKILLS and ABILITIES

- Must possess thorough knowledge of purchasing procedures and methods.
- Must have knowledge of general laws, rules and regulations governing the purchase of commodities and services, including grant funding requirements.
- Must have knowledge of accounting principles as they relate to procurement and maintenance of inventory records.
- Qualified candidates will have excellent interpersonal skills, skilled in computer software packages and skilled in negotiations.
- The successful candidate will have a demonstrated ability to prepare reports concerning purchasing practices, maintain detail records and supervise general purchasing activities. The successful candidate will have the ability to maintain amicable relations between staff, suppliers and the general public.

THE IDEAL CANDIDATE

In evaluating applicants for this position the Chief Financial Officer will be looking for the new Director of Procurement to be a professional leader who inspires the staff to achieve excellence; can effect positive change in procurement policies and procedures; one who must exhibit strong coordination and relationship-building skills in working with the entire PSTA organization to set a positive example of competence, professionalism, customer service and work ethic for the organization; an effective communicator along with strong collaboration, negotiation, and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

EDUCATION AND EXPERIENCE

Qualified candidates should have a Bachelor's degree in Business Administration, Accounting, or a related field. A Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO) or a Certified Professional Buyer (CPPB) is preferred.

The successful candidate will have ten (10) years' experience in progressively responsible professional procurement work that has included a complex computerized purchasing system, or an equivalent combination of education, training, and experience, with at least five (5) years' experience in increasingly responsible management positions

COMPENSATION AND BENEFITS

The salary range for the Director of Procurement is **\$79,000 - \$98,000** annually.

Employee benefits are competitive, generous and include:

- Florida State Retirement System Plan.
- Deferred Compensation Plan, 457.
- Medical Insurance.
- Life and Accidental Death & Dismemberment Insurance.
- Dental and Vision Insurance.
- Paid Holidays.
- Paid Personal Time off.
- Employee Assistance Program (EAP).
- And More.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, WDHiggin@mercergroupinc.com

Candidates should forward a letter of interest and resume, electronically, by the close of business on November 21, 2014 to:

**W. D. Higginbotham, Jr.
Senior Vice President
The Mercer Group, Inc.
Seminole, FL 33777
Email - WDHiggin@mercergroupinc.com**

Resumes are subject to the provisions of Florida Public Records Statutes

The Pinellas Suncoast Transit Authority (PSTA) is an Equal Opportunity Employer. PSTA does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

 The Mercer Group, Inc.