



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 22-21 **Position #:** 201006 **Posting Date:** 9/29/2022 **Application Deadline:** Until filled

Position Title: Procurement Administrator **Starting Salary:** \$55,000 to \$65,000 DOQ

Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree and five years responsible procurement and purchasing experience; or a master's degree and four years' experience in procurement and purchasing; or a high school diploma and 10 years' related experience in the procurement and purchasing areas.

Special Abilities:

Proficiency and experience with the principles and practices of governmental contracting and purchasing. Ability to coordinate the activities of district staff and coordinate with management. Preference given to candidates with 5+ years of government contracting experience and those with a Florida Certified Contract Manager, Florida Certified Contract Negotiator, and/or Project Management Professional certification.

Description of Position:

This is an experienced professional position involving the oversight of District Procurement and Purchasing activities.

This position performs the following duties:

- Responsible for District-wide procurement and purchasing activities relating to contracts, purchase orders and purchasing cards.
- Ensure all District procurement and purchasing activities are conducted in accordance with State laws and District policies and procedures.
- Assist in developing and maintaining District-wide contract and bid (ITB/ITN/RFP) templates.
- Assist in developing and maintaining a contracts manual and a purchasing manual in conformance with State laws and District policies and procedures.
- Assist in developing desktop procedures for procurement and purchasing activities.
- Assist with developing processes and procedures for user end guidance on Procurement workflow along with providing recommended performance metrics.
- Assist Divisions in preparing contract solicitations and agreements, such as Invitations to Bid (ITB), Invitation to Negotiate (ITN) and Request for Proposals (RFP).
- Assist Agency Clerk with public bid openings.
- Review all contracts for routing and provide quality control review prior to approval by the Director of Administration, Chief of Staff and Executive Director.
- Responsible for development of customer focused procurement guidance documents and forms.
- Track all contracts, contract amendments, task assignments, task assignment change orders.
- Assist Divisions in reconciling monthly contract activity, as detailed above, including contractual invoice payments.
- Conduct peer reviews of drafted solicitations, contracts, and amendments for staff.
- Make recommendations for improvement relative to purchasing activities and contract development, implementation, and management.
- Performs other duties as required.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nwfwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.



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