

JOIN OUR TEAM

PROCUREMENT ASSOCIATE

Job Classification:	Administrative Services – Level I
Reports To:	Contracts and Procurement Manager
Salary Ranges:	\$58,349.50 - \$97,180.50
Location:	Fort Lauderdale, Florida
FSLA Status:	Exempt

THE POSITION

The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented professional to join our team as a Procurement Associate. The MPO is looking for professional skills and abilities to complement our existing staff to ensure organizational needs are met in the area of acquisition and disposition of goods and services consistent with the Broward MPO's (the Agency's) Procurement Rules, policies and procedures; compliant with applicable federal, state and local regulations and laws; and aligned with the objectives of program grants and Agency strategy.

THE CANDIDATE

We are looking for an outstanding candidate with an interest and significant experience in the professional area noted above. The ideal candidate has a background in public procurement and is an experienced professional with extensive and varied knowledge in purchasing, procurement planning, solicitation development, acquisition management, negotiations, contract administration, and disposition of surplus equipment.

The successful candidate will hold a bachelor's degree in business administration, accounting, finance, public administration, or a related field, plus two (2) years of progressively responsible experience. A master's degree in business administration, accounting, finance, public administration, or a related field may substitute for one (1) year of required experience; or any equivalent combination of relevant training and experience that provide the requisite knowledge, skills and abilities for this position, which may serve as a substitute at the discretion of the MPO.

ABOUT BROWARD MPO

The MPO provides essential multimodal transportation planning services to over 30 municipalities and Broward County, while also working with partners in Miami-Dade and Palm Beach counties to plan for the Southeast Florida region. The thriving region is home to almost six million residents, with almost two million in Broward County alone, and another two million anticipated to call Southeast Florida home in the next 20 years.

To apply, please visit: <https://www.browardmpo.org/employment-opportunities>



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POSITION TYPE/EXPECTED HOURS OF WORK

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedules (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

DUTIES & RESPONSIBILITIES

- Uses innovative and efficient administrative procurement strategies and tools to meet Broward MPO's mission and strategic goals.
- Ensure that acquisitions of goods and services are consistent with the Broward MPO Procurement Rules, procedures, policies, including, but not limited to Disadvantaged Business Enterprise/Small Business Enterprise, and are compliant with applicable regulations and laws and aligned with the objectives of program grants and Agency strategy.
- Works with MPO staff to prepare, distribute/publish, receive, analyze, and award procurement solicitations that are compliant with Agency policies and applicable regulations and laws.
- Manages the various procurement processes, including, but not limited to, initial procurement requests, advertising, holding meetings, ranking of firms, negotiations, and notices to proceed.
- Coordinates with MPO's General Counsel as needed for contract development and review and other contractual matters.
- Assists staff in preparation of Board materials related to approval of contractual commitments.
- Distributes contracts for execution.
- Maintains library of contracts and related materials according to the Agency's record retention schedule.
- Investigates and responds to procurement challenges.
- Prepares surplus documentation.
- Analyze and prepare periodic reports of contract balances and other information as requested.
- Maintains records to support the Agency's Disadvantaged Business Enterprise (DBE) goals and reporting.
- Builds strong working relationships with professional services vendors and contractors.
- May assist with data entry for Purchase Requisitions, Purchase Orders and close-outs.
- Establish and maintain positive working relationship with FDOT, FHWA and FTA staff responsible for funding local projects.
- Provides technical support and instruction regarding applicable procurement procedures and methods, rules, and regulations

EDUCATION & EXPERIENCE

- Bachelor's degree in public administration, accounting, business administration, finance or related field plus two (2) years of progressively responsible experience.
- A master's degree may be substituted for one (1) year of professional experience; or
- Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job may serve as a substitute at the discretion of the MPO.

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LICENSES AND/OR CERTIFICATES

- Possession of and ability to maintain a valid State of Florida Driver's License
- Other qualifications as appropriate or ability to learn.
- Possession of or ability to obtain within two (2) years the professional procurement certification as a CPPB or other equivalent professional certification.

SUPERVISORY RESPONSIBILITY AND/OR REPORTING STATUS

- This is not a supervisory position.
- The position is under the direction of and responsible to the Contracts and Procurement Manager

WORKING CONDITIONS

- This job operates in both a professional office environment, outdoor field conditions at job sites and telework.
- The noise level in the office work environment is usually quiet to moderate but the field environment can include high levels of noise where hearing and other protective devices may be required.
- The employee is not typically exposed to outside weather conditions.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to talk, stand, walk, use hands and fingers to handle or feel; and reach with hands and arms.
- The employee must be able to walk over uneven terrain, surfaces, and other conditions normally associated with a construction job site while wearing appropriate safety gear.
- The required field work requires standing and walking for extended times in outdoor conditions of south Florida, which include high temperatures and humidity conditions.
- This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently.
- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing, and maintaining written and electronic documents.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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SECURITY CLEARANCE:

- None
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TRAVEL

- Occasional travel within the county and occasional other travel is expected for this position.
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OTHER DUTIES

- The above information indicates the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without prior notice.

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