

Manager, Procurement – Capital Programs

Department: Procurement Services

Date : September 26, 2025

Immediate Supervisor: Sr. Manager, Capital and I.T.
Procurements

Pay Level: L29

POSITION SUMMARY: Responsible for the management of and daily activities related to the Greater Orlando Aviation Authority's capital programs and concessions acquisitions in accordance with policies, regulatory statutes and federal agencies, as applicable. Plan, organize, direct, and coordinate the procurement activities including, but not limited to planning, engineering, construction, environmental and concessions projects, all miscellaneous purchases for capital programs, and additional projects as required. Procurement activities include solicitation development, specification development, locating suppliers, solicitation processing, price analysis, value analysis, award determination, contract negotiations and development, development of memos for appropriate Committee approval, purchase order processing, and order expediting. Approval of purchase orders in accordance with designated authority.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Review and manage the procurement activities of capital programs and concessions acquisitions, including, but not limited to, research, development, and review of solicitation documents with the goal of getting the best value consistent with GOAA's needs and in accordance with good procurement and construction principles and ethical standards.
- Perform high level review of capital programs and concessions solicitation scopes of work, develop and refine capital programs and concessions related solicitations, owner direct purchases, and furniture, fixtures, and equipment. Coordinate with requesting department to confirm supporting documentation.
- Research the development of capital programs and concessions solicitations to stay current in the market. May also be assigned other commodities and services as required.
- Process formal solicitations utilizing the current boiler plates and follow the contract development and execution procedures. Perform market research and review of other agencies' contracts and cooperative procurement groups to determine eligibility for utilization. Perform review of solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks.
- Receive and evaluate solicitation submittals and assist in the development of award recommendation memos for the appropriate Committee as requested by the management.
- Update and maintain the Capital Programs and Concessions List for all current and upcoming projects, as needed.
- Act as the liaison between the GOAA's Planning, Environmental, Engineering, Construction, and Concessions Departments and Procurement Services Department. Advise staff in GOAA's procurement procedures to obtain goods and services within policy. Work with legal counsel to obtain approval on contracts and other related documents.

- Approve purchase orders in accordance with designated authority. Process Standard Purchase Orders in Oracle as required for goods and services to be forwarded to Sr. Manager, Capital and I.T. Procurements for approval.
- Facilitate meetings with suppliers and end-users to obtain updated product and service information, for pre-bid or pre-award purposes, or to resolve delivery and invoice issues before problems can occur.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity, and timeliness of work performed; and confirm the compliance with established policy, procedure, applicable codes, laws and statutes. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; and develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Maintain solicitation and contract files in the location(s) designated by management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree in Business Administration, Public Administration or a construction related field and five (5) years of progressively responsible work experience in the procurement of capital programs, concessions, or an equivalent combination of education, training and experience.
- Experience processing solicitations in an e-procurement system is required.
- Procurement experience in the public sector is preferred. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge of a variety of Capital Programs and Concessions terminology to understand procurement activities and requirements
- Working knowledge of the solicitation and award process for purchases of capital programs and concessions projects and related services using various procurement methodologies
- Remain current in knowledge of procurement and construction principles, standards, theories, procedures, methods and processes, and demonstrate proficiency in their practical application
- Working knowledge of specifications, statement of work, procurement description development
- Skilled in vendor base development, product and service research, pre-award surveys, price analysis and value analysis
- Working knowledge of State of Florida statutes relating to public procurement and construction
- Basic negotiation skills
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers

- Intermediate to advanced computer skills and Microsoft Office programs experience required, working knowledge of Oracle and/or an eProcurement system preferred
- Demonstrated leadership skills
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) or equivalent certification required within two years of being hired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately (3) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independence and make decisions)*

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Approve purchase orders within signatory limit

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Aviation Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Senior Vice President, Date
Procurement

Chief Financial Officer Date

Chief Administrative Date
Officer

FLSA: Exempt

EEO Category: Professionals

Manager Hours: 40

Shift Premium: N/A

Rotating Shift: N/A

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In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 – 20 lbs					X	3
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						
SUPERVISOR COMMENTS:						

Immediate Supervisor

Date

Human Resources – Compensation

Date

Job Description + Physical Requirements and Working Conditions

