



Town of Davie Senior Procurement Agent

SALARY	\$28.93 Hourly \$60,183.00 Annually	LOCATION	Davie, FL
JOB TYPE	Full-Time	JOB NUMBER	26-008
DEPARTMENT	Budget and Finance	OPENING DATE	10/27/2025
CLOSING DATE	Continuous		

Description

The Town of Davie has transitioned to a four (4) day work week schedule (10 hours per day). Hours of work are Monday through Thursday either 7:00am-5:30pm or 7:30am-6:00pm.

Under general supervision, performs routine and complex clerical and technical work in the acquisition of goods and services such as materials, equipment, tools, parts, supplies and services for all departments and divisions in the Town. Work involves a variety of municipal purchasing assignments of considerable complexity and difficulty from inception of demand through processing of received documents and providing assistance to the Procurement Manager and Procurement Coordinator.

ESSENTIAL JOB FUNCTIONS

- Conducts training with departments/divisions on Purchasing Policies and Procedures.
- Conducts vendor training as needed.
- Conducts training with Buyers to include new hires, policies and procedures, new technology or other advancement in the profession.
- Acts in lead role for the Buyers.
- Assists Procurement Manager in development and modifications of Procurement Manual as needed.
- Assists the Procurement Coordinator with the awards and accreditation process.
- Works with Procurement Manager to oversee intern program as needed.
- Responds to inquiries from the vendors, Town officials, or employees pertaining to procurement needs and policies.
- Establishes and maintains a variety of tangible files, oversees records with respect to archive-retention and contracts in the New World database.
- Meets with vendors to provide bid specification packets and/ or vendor applications.
- Assists departments in preparing bid specifications and documents needed for bid committee meetings.
- Attends and assists Procurement Manager for Committee Meetings and Formal Bid Opening Meetings.
- Assists all employees with the accounting and technical questions for request for payments, requisitions, purchase orders and travel requests.
- Performs the daily function of reviewing and approving Town-wide department requisitions, invoices, procurement card payments, petty cash receipts, and travel requests.
- Coordinates and reviews data entry of all purchase requisitions into the computer system, assigning master vendor numbers, obtaining proper authorization and signatures, and distribution of all copies to proper department or files.

- Schedules meetings, conducts meetings, prepares formal and informal bids for publication, and maintains calendar.
- Assigns and reviews informal and formal bids from other Town Departments.
- Utilizes computerized data entry equipment and various word processing, spreadsheet and/ or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for standard reports, selecting data from various sources.
- Prepares memos, letters, and materials from typed or handwritten copy; assumes responsibility for correctness of spelling, punctuation, format and grammar.
- Opens mail and directs to appropriate department/ division for handling or response, according to content of communications.
- Assists in the preparation of auction.
- May attend a variety of meetings or seminars and report results to Procurement Manager.

ADDITIONAL JOB FUNCTIONS

- Performs other related work as required.

Minimum Requirements (Must meet by the closing date of the posting unless otherwise stated)

EDUCATION AND EXPERIENCE REQUIRED:

- An Associate's degree from an accredited college or university with a major in Business Administration or related field.
- Two (2) years of procurement experience in public sector.

Additional qualifying experience beyond the two (2) years may substitute on a year-for-year basis for the required education.

C.P.M., CPPB, CPPO, an/or or CPP certifications are preferred.

Benefits

The Town of Davie offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental, life, and long term disability insurance.

For a more detailed overview of our benefits package, [Click Here](#)

PLEASE READ THE BELOW IMPORTANT INFORMATION

APPLICATION ASSISTANCE/INFORMATION:

- **Foreign Credentials (Degrees, Diplomas and/or Transcripts)**: Original credential evaluation reports showing the United States equivalency for academic credentials earned in other countries must be provided. Click the following link for a list of credentialed agencies: <https://www.fl DOE.org/teaching/certification/foreign-trained-grads/approved-credential-evaluation-agencie.stml>
- **Status Updates/Communication**: please ensure your email address is valid and you continuously check this account for any status updates from the Department.
- **Incomplete fields**: all fields must be completed, putting "see resume" on the application will not suffice. Incomplete applications will not be considered.
- **Required documentation**: copies of any certifications, licenses or competencies from an accredited institution must be submitted with your application by closing date of posting unless otherwise stated.

- **Driving history:** to request a copy of your Florida driving history, visit flhsmv.gov
- **Military personnel records:** to request your completed military personnel record, go to archives.gov
- **E-Verify:** Candidates will be required to verify employment by submitting acceptable documents as evidence of identity and employment authorization.
- **Assistance with online application:** for assistance with your online applicant account, use the online Help Guide or contact the Applicants Support Line at 855-524-5627 or Email: support@governmentjobs.com. Applicant Support is available between 9:00 a.m. and 8:00 p.m. Eastern Standard Time, Monday through Friday.
- **Additional assistance:** for other inquiries, please contact the Human Resources Department at (954) 797-1100.

REGULATIONS/ACCOMMODATIONS

- **EEO Policy:** it is the policy of the Town to prohibit discrimination in hiring, promotion, compensation, discharge, and all terms and conditions of employment on the basis of actual or perceived race, color, religion, sex (including pregnancy), national origin, age, disability, gender identity(inclusive of a person's actual or perceived sex, and includes self-image, appearance behavior or expression, whether or not different from that traditionally associated with legal sex assigned to the person at birth), marital status, military status, political affiliation, genetic information, sexual orientation, or retaliation for reporting same.
- **Tobacco Policy:** the Town of Davie has a policy that requires employees hired on or after January 4, 2016 to be a non-user of tobacco products six (6) months prior to their employment with the Town as well as commit to non-usage during their employment. Candidates for employment who are impacted by the Town of Davie's Smoking Policy will be permitted to reapply for open positions after six (6) months.
- **Reasonable Accommodations:** applicants requesting reasonable accommodation during the job application process may contact the Human Resources Department at (954) 797-1100.
- **E-Verify:** the Town of Davie participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. For more information on E-Verify, please contact 1-888-897-7781.
- **Veterans' Preference:** the Town of Davie will grant Veterans' Preference to eligible veterans of the Armed Forces of the United States in compliance with applicable federal and state laws concerning Veterans' Preference.

Employer

Town of Davie

Address

8800 SW 36th Street

Davie, Florida, 33328

Phone

954-797-1100

Website

<http://www.davie-fl.gov>