

Under the general direction of a Senior Manager, the Procurement Agent/Senior Procurement Agent plays a vital role in managing procurement and contractual projects for a diverse range of commodities, professional services, management and maintenance services, concessions, construction, and information technology software. This position involves the development of solicitation documents, as well as the execution of procurements through various methods. This role will review and process requisitions, purchase orders, and purchasing card payments while analyzing contract terms and conditions to effectively handle change orders, amendments, and renewals. Additionally, this position will analyze cost proposals and financial data to prepare detailed management reports and project-related Board documents, ensuring compliance and strategic alignment with organizational objectives. This role is crucial for optimizing procurement processes and fostering strong supplier relationships.

**The selected applicant will be brought in as a Procurement Agent or a Senior Procurement Agent based on education, experience, and certifications.**

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**SUPERVISES OTHERS: NO**

**FLSA STATUS: EXEMPT**

**COMPENSATION: \$70,000 - \$85,000 Based on experience**

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#### **ESSENTIAL FUNCTIONS**

- Experience negotiating contract terms, managing change orders, and processing requisitions and purchase orders.
- Experience coordinating the solicitation evaluation process and preparing project-related documents for Board approval.
- Perform procurements for goods and services using sole source, government cooperative contracts, and solicitations such as ITB, RA, RFP, ITN, and RFQ.
- Develop and create contracts and solicitation documents for ITB, RA, RFP, ITN, and RFQ processes. Review and process requisitions, purchase orders, and purchasing card payments efficiently.
- Analyze contract terms and conditions and develop and process change orders, amendments, and renewals as necessary.
- Utilize contract administration software programs and ERP systems to manage procurement activities.
- Negotiate contract terms, including insurance and surety requirements, to ensure favorable outcomes. Analyze cost proposals and financial data, preparing detailed management reports for decision-making.

- Prepare project-related documents for Board review and approval.
  - Obtain and analyze informal written quotes to support procurement decisions.
  - Perform in-depth research and document development to procure goods and services through sole source, government cooperative contracts, and competitive solicitations such as ITB, RA, RFP, ITN, and RFQ.
  - Analyze cost proposals and financial data, preparing detailed management reports to inform decision-making.
  - Develop complex contracts and solicitation documents (ITB, RA, RFP, ITN, RFQ) and coordinate their approval through the Governing Board.
  - Negotiate contract terms, insurance, and surety requirements to ensure favorable agreements for the organization.
  - Analyze contract terms and conditions, developing and processing change orders, amendments, and renewals as necessary.
  - Review and process requisitions, purchase orders, and purchasing card payments to maintain efficient procurement operations.
  - Utilize contract administration software and ERP systems to streamline procurement processes and enhance data management.
  - Prepare project-related documents for Board review and approval, ensuring compliance with organizational policies.
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## COMPETENCIES

- **Self-Management:** Manages own time, priorities, and resources to achieve goals.
  - **Technical Focus:** Maintaining up-to-date knowledge within one's field of expertise; Applying technical skills and knowledge.
  - **Problem Solving:** Having the ability to identify problems and issues of varying complexities and to find effective solutions with few guidelines.
  - **Teamwork:** The ability to function effectively within a team, contributing positively to collaborative efforts and achieving shared goals by demonstrating communication, collaboration, active listening, conflict resolution, and adaptability to different perspectives while respecting the roles and contributions of others. At times takes lead and positively influences others.
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## REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
  - Complies with all HCAA Policies, Standard Procedures, Rules and Regulations, and Operating Directives.
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## **QUALIFICATIONS (EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS):**

### **Procurement Agent**

- Associate's Degree in Business Administration, or higher in Management, Public Administration, or a related field
- Two (2) years of experience in contract and procurement document development, including but not limited to document development, contract writing and management, and knowledge of governmental relations, processes, research techniques, etc.
- Or equivalent combination of education, training, and experience that would reasonably be expected to provide the job-related competencies noted below.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) within 18 months of hire
- Must possess a valid, current Florida Driver's License at the level required for the position when operating an Authority vehicle or driving on behalf of the Authority.

### **Senior Procurement Agent**

- Bachelor's Degree in Business Administration, or higher in Management, Public Administration, or a related field
- Three (3) years of experience in formal contract and procurement document development, including but not limited to document development, contract writing and management, and knowledge of governmental relations, processes, research techniques, etc.
- Or equivalent combination of education, training, and experience that would reasonably be expected to provide the job-related competencies noted below.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) required at time of hire
- NIGP Certified Procurement Professional (NIGP-CPP) certification within 18 months of hire.
- Must possess a valid, current Florida Driver's License at the level required for the position when operating an Authority vehicle or driving on behalf of the Authority.

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## **PREFERRED QUALIFICATIONS**

- Possess Certified Professional Public Buyer (CPPB) designation or Certified Purchasing Officer (CPPO) designation.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of policies and procedures of a Procurement Department, ensuring compliance with established guidelines.
- Knowledge of the principles and practices of management to effectively lead procurement initiatives.
- Knowledge of the functions, activities, requirements, and objectives of specific programs/functional areas to which they are assigned, facilitating informed decision-making.
- Knowledge of federal, state, and local regulations pertaining to assigned functional areas, ensuring adherence to legal standards.
- Skill in analyzing data and presenting ideas and information effectively, both orally and in writing, to diverse audiences.
- Ability to anticipate and meet the needs of clients, demonstrating a commitment to improving services and enhancing client satisfaction.
- Ability to establish objectives and strategies, identify required resources, and develop comprehensive plans to execute work effectively.
- Ability to use considerable initiative, think independently, and exercise sound judgment in complex situations.
- Ability to establish operational or program objectives and strategies for specific functional or operational areas, driving organizational success.
- Ability to analyze and report on operating conditions and problems, providing actionable insights for improvement.
- Ability to take a long-term view, recognizing opportunities to help the organization accomplish its strategic objectives.
- Skill in negotiating and managing contracts to ensure favorable terms and conditions for the organization.
- Knowledge of best practices in procurement processes to enhance efficiency and effectiveness.

- Skill in utilizing contract administration software and ERP systems to optimize procurement operations.
  - Ability to communicate effectively orally and in writing.
  - Ability to establish and maintain effective working relationships with others within and outside the Authority.
  - Ability to handle restricted, sensitive, and confidential information.
  - Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.
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### **PHYSICAL ABILITIES**

- Frequent standing & walking
  - Continuous sitting
  - Occasional lifting up to 20 lbs
  - Occasional pushing, pulling & dragging
  - Continuous typing
  - Occasional use of car/light truck
  - Continuous use of a computer monitor
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***The Hillsborough County Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.***

***The Hillsborough County Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application, testing and hiring process. The decision to grant reasonable accommodation requests will be made case-by-case.***