



Broward County
Purchasing Agent Senior

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|---------------------|-------------------------------------|------------------------------------|---|
| SALARY | \$81,248.38 - \$129,671.76 Annually | LOCATION | Fort Lauderdale, FL |
| JOB TYPE | Full-Time | JOB NUMBER | 1414269 |
| DEPARTMENT | FASD Purchasing Prof Construct | OPENING DATE | 03/13/2026 |
| CLOSING DATE | 3/27/2026 5:00 PM Eastern | VETERANS' PREFERENCE NOTICE | Under Section 295.07, Florida Statutes, certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment with Broward County and are encouraged to apply for the positions being filled. |

INTERNATIONAL DEGREE VERIFICATION International degrees must be evaluated by an approved member of the National Association of Credential Evaluation Services (NACES) www.naces.org/members or the Association of International Credential Evaluators (AICE) <https://aice-eval.org/endorsed-members>. Candidates are responsible for all evaluation expenses. Completed evaluations do not guarantee employment and are subject to approval by Broward County Human Resources.

REQUIREMENTS AND PREFERENCES

***** This is an in-office position*****

The Broward County Board of County Commissioners is seeking qualified candidates for Purchasing Agent, Senior.

The Broward County Purchasing Division is responsible for procuring of goods, services, construction, and professional services for over 60 different agencies of the Board of County Commissioners. As a centralized purchasing agency, the

Division is responsible for:

- Creating and issuing solicitations
- Vendor selection
- Negotiation
- Award
- Contract management
- Reporting
- Disposal of surplus property, and
- Logistic / resource management support for emergencies

The Broward County Purchasing Division has been nationally recognized, receiving the National Institute of Government Procurement's Outstanding Agency Accreditation Award (OA4), and the National Procurement Institute's Achievement of Excellence in Procurement Award.

Additionally, it has received the Florida Association of Public Procurement Officials, Inc. (FAPPO) Award of Excellence in Public Procurement.

The Senior Purchasing Agent (PA) provides a key role in the division, procuring the goods and services required to operate, maintain, and grow the County's operations, for all who live, learn, work and play in Broward County.

Benefits of Broward County Employment

Broward County offers a comprehensive benefits package to eligible employees, including:

- Two (2) medical plans, including HDHP plan with employer funded HSA
- Spending Accounts
- Life Insurance
- Supplemental Insurance
- Florida Retirement System (FRS) retirement plan
- 457 (b) Deferred Compensation with employer match

Broward County provides 12 paid holidays each year, as well as vacation (Annual Leave) of two weeks per year for Full – Time employees. Additionally, this position includes up to 40 hours of Job Basis Leave.

General Description:

Reviews, analyzes, and makes recommendations on large scale procurements through the County's central purchasing system. Responsible to bind the County for the purchase of commodities and/or services up to an authorized threshold.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Minimum Education and Experience Requirements:

Requires a Bachelor's degree from an accredited college or university with major coursework in public or business administration or closely related field.

(One year of relevant experience may be substituted for each year of required education.)

Requires four (4) years in a centralized purchasing operation including two (2) years in public sector purchasing and supervisory experience involving either projects or staff or closely related experience.

Preferences:

- Master's Degree in relevant field
- Certified Professional Public Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)
- Certified Procurement Professional (CPP)
- Certified Project Management Professional (PMP)
- 1 yr + Government Procurement Experience
- 1+ years of advanced experience using PeopleSoft modules: Strategic Sourcing, Purchasing, E-Procurement, Procurement Contract, E-Supplier and/or Supplier Contract

SCOPE OF WORK

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class.

Management may assign additional functions related to the type of work of the job as necessary.

Manages, prepares, and analyzes competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications. Reviews and evaluates specifications, scope of services, or statements of work and provides guidance and direction to using agencies to ensure competitive and non-restrictive requirements.

Prepares solicitations for commodities, services and construction projects. Evaluates vendor responses for responsiveness, responsibility, and compliance with solicitation requirements. Performs solicitation award processes, including agenda reports.

Performs research on prospective sources, industry trends, economic trends, legislation, internal guidelines, regulatory requirements, and funding source (grant) requirements. Recommends revised or new procedures.

Prepares memoranda requesting special conditions for solicitations, makes recommendations for award/rejection of solicitations, or responses to vendor issues or protests.

Reviews and analyzes existing contracts prior to expiration to determine whether the contract should be renewed or re-solicited and prepares recommendations for renewals. Processes recommend contract renewals.

Reviews projects with agents (solicitations, awards, agendas, vendor issues, etc.); trains new and existing agents; reviews and approves documentation prepared by subordinates.

Reviews, analyzes and resolves complex purchasing issues. Determines the appropriate terms, conditions, pricing structure, specifications, and forms for procurements.

Responsible for conducting presentations, outreach events, or pre-bid/proposal conferences

Performs related work as assigned.

Competencies

- **Manages Complexity:**
Makes sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. Looks at complex issues from multiple angles; explores issues to uncover underlying issues and root causes; sees the main consequences and implications of different options.
- **Resourcefulness:**
Secures and deploys resources effectively and efficiently. Identifies and obtains resources needed to accomplish objectives; identifies different ways to accomplish work when resources are limited. Makes progress across multiple priorities or responsibilities.
- **Optimizes Work Processes:**
Knows the most effective and efficient processes to get things done, with a focus on continuous improvement. Pursues, explores, and develops ways to ensure own work is as effective as possible within all relevant processes. Shares an analysis of process problems with stakeholders; discusses how to resolve the issue.
- **Ensures Accountability:**
Holds self and others accountable to meet commitments. Tracks performance and strives to remain effective, learning from both successes and failures. Readily takes on challenges or difficult tasks and has reputation for delivering on commitments.
- **Drives Results:**
Consistently achieves results, even under tough circumstances. Regularly pushes self to achieve outstanding outcomes; consistently establishes bold goals for own performance; is passionate about excellent results and significant contributions. Shows great tenacity to complete goals/initiatives in a timely way.
- **Communicates Effectively:**

Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences. Listens attentively and takes an interest. Keeps others well informed; conveys information clearly, concisely, and professionally when speaking or writing.

- **Demonstrates Self-Awareness:**

Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses. Seeks and reflects on feedback; actively integrates and applies key insights to enhance effectiveness. Clearly understands own impact on others and willingly makes adjustments when needed.

WORK ENVIRONMENT

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

SPECIAL INFORMATION

County Core Values

All Broward County employees strive to demonstrate the County's four core behavioral competencies[©].

- Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.
- Customer focus: Building strong customer relationships and delivering customer-centric solutions.
- Instills trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Values differences: Recognizing the value that different perspectives and cultures bring to an organization.

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Americans with Disabilities Act (ADA) Compliance

Broward County is an Equal Opportunity Employer committed to inclusion. Broward County is committed to providing equal opportunity and reasonable accommodations to qualified persons with disabilities. We support the hiring of people with disabilities; therefore, if you require assistance due to a disability, please contact the Professional Standards Section in advance at 954-357-6500 or email Profstandards@broward.org to make an accommodation request.

County-wide Emergency Responsibilities

Note: During emergency conditions, all County employees are automatically considered emergency service workers. County employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

County-wide Employee Responsibilities

All Broward County employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies.

All Broward County employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Employer

Broward County

Address

115 S. Andrews Ave.

Fort Lauderdale, Florida, 33301-4800

Phone

(954) 831-4000

Website

<http://www.broward.org/careers>

Purchasing Agent Senior Supplemental Questionnaire

*QUESTION 1

What is the highest level of education you have obtained from an accredited college or university with major coursework in public or business administration or closely related field?

- Associates degree
- Bachelors degree
- Masters degree
- Doctorate
- No degree

*QUESTION 2

How many years of experience in a centralized purchasing operation do you possess?

- 8 or more years
- 6 - 7 years
- 4 - 5 years
- Less than 4 years

*QUESTION 3

Do you have at least two (2) years in public sector purchasing operation experience?

- Yes
- No

*QUESTION 4

Do you have at least two (2) years of supervisory experience managing projects?

- Yes
- No

*QUESTION 5

Describe your experience using an electronic bidding system, including the specific functions you performed and the number of years of experience. If none, please state none.

*QUESTION 6

Describe your experience using an Enterprise Resource Planning System (ERP), including the specific functions you performed and the number of years of experience. If none, please state none.

***QUESTION 7**

This position requires procuring all types of projects for the County. Explain your experience in detail and give examples of the various procurement methods you are familiar with. Include what items or services you purchased (i.e. technology, professional services, construction, etc.), what type of solicitation was utilized to purchase the items or services, the general dollar value of purchases, and the review and evaluation of the awarded/approved vendor. If none, please state none.

***QUESTION 8**

Describe two different contracts you have negotiated and, in doing so, describe what was negotiated, the dollar value of the contracts and the challenges and outcome of negotiations.

***QUESTION 9**

Provide an example of an idea or suggestion you have made or implemented to improve work performance or productivity, and detail the outcome of the idea or suggestion.

***QUESTION 10**

Provide an example of presentations that you have conducted and training that you have performed. Include the course or topic (policy, procedure, process, project status, technical) and the method (on-the-job, classroom, workshop, presentation, webinar) that you used to facilitate the training.

***QUESTION 11**

Which of the following preferences do you possess (select all that apply)?

- Master's Degree in relevant field
- Certified Professional Public Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)
- Certified Procurement Professional (CPP)
- Certified Project Management Professional (PMP)
- 1 yr + Government Procurement Experience
- 1+ years of advanced experience using PeopleSoft modules: Strategic Sourcing, Purchasing, E-Procurement, Procurement Contract, E-Supplier and/or Supplier Contract
- None of the above

* Required Question