



City of Altamonte Springs Chief Procurement Officer

SALARY	\$36.06 - \$57.69 Hourly \$75,000.00 - \$120,000.00 Annually	LOCATION	Altamonte Springs, FL
JOB TYPE	Full Time	JOB NUMBER	202600034
DEPARTMENT	Finance	DIVISION	Accounting
OPENING DATE	03/30/2026	FLSA	Exempt

Position Overview

Oversee, manage, coordinate, and direct the City-wide procurement operations, to include Procurement policies/procedures/practices, acquisition of all goods and services, solicitation process, contract administration, purchasing card program, various software utilized by Procurement, and other various functions.

Position Functions

- Develop, implement, and update procurement policies and procedures. Ensure compliance with local, state, and federal regulations while providing guidance to departments, vendors, officials, and the public.
- Oversee the procurement of goods and services, managing an annual budget exceeding \$50 million. Ensure fair, ethical, and competitive purchasing practices that align with the City's objectives.
- Identify and implement innovative procurement strategies to enhance efficiency, sustainability, and cost savings. Leverage technology, data analytics, and best practices to modernize procurement processes.
- Manage the competitive solicitation process, ensuring fair and open competition. Review and approve solicitation documents, contracts, and technical specifications to maintain compliance and prevent unjust restrictions.
- Supervise the City's Purchasing Card program, including policy development, training, audits, and recommendations for program enhancements.
- Supervise, train, and evaluate procurement staff. Provide mentorship, assign tasks, conduct performance appraisals, and enforce disciplinary actions as needed.
- Prepare and manage the procurement budget, control expenditures, and optimize purchasing strategies to ensure fiscal responsibility.
- Develop and deliver procurement training, including Munis purchasing system training, to City employees. Provide expert guidance to departments regarding procurement best practices.
- Administer vendor relations, fostering collaboration while ensuring fair and open competition. Investigate vendor inquiries and complaints, taking corrective action when necessary.
- Lead efforts to identify and implement creative solutions for procurement challenges, ensuring compliance while driving innovation and value.
- Oversee records retention and disposal in compliance with public records regulations. Ensure federal grant solicitation processes meet all regulatory requirements.
- Be available for emergency call-outs and perform other duties as assigned. Travel to various City sites as necessary.
- In the event of an emergency, all employees are considered essential and may be required to perform duties outside of their normal job description.

- Completion of the required trainings as specified within the City's Comprehensive Emergency Management Plan.
- In the event of an emergency, all employees are considered essential and may be required to perform duties outside of their normal job description.
- Complete required trainings as specified within the City Comprehensive Emergency Management Plan.

Qualifications

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, or Public Administration.
- Five (5) years' experience in governmental procurement and contract administration with a minimum of two (2) years supervisory experience.
- Experience with the word processing and spreadsheet program currently being utilized by the City.
- Reliable transportation to and from work/site locations

PREFERABLE QUALIFICATIONS:

- Certified Public Procurement Officer (CPPO), Certified Public Procurement Buyer (CPPB) and/or Certified Purchasing Manager Certification (CPM) and/or Certified Professional in Supply Management (CPSM) and/or NIGP-Certified Procurement Professional (NIGP-CPP).
- Tyler Technologies Munis software experience or similar automated purchasing program.
- Experience with AI and innovative procurement processes.
- Willingness to adopt AI and emerging technologies.

Supplemental Information

Applicants will be required to complete a Disclosure & Authorization Regarding Background Investigation, a Confidentiality Agreement and a criminal background screening.

EMPLOYEE IS CONSIDERED AT WILL

Your Service Earns Our Support. We proudly offer additional benefits to our veterans at no cost to help you access and navigate VA benefits and more. Join a team that values you and your service!

Employer

City of Altamonte Springs

Address

225 Newburyport Ave

Altamonte Springs, Florida, 32701

Phone

407-571-8000

Website

<http://www.altamonte.org>

Chief Procurement Officer Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree in Business, or Public Administration?

Yes

No

***QUESTION 2**

Do you have five (5) years' experience in governmental procurement and contract administration with a minimum of two (2) years supervisory experience?

Yes

No

***QUESTION 3**

Do you have experience with the word processing and spreadsheet program currently being utilized by the City?

Yes

No

***QUESTION 4**

Are you able to provide your own transportation to and from the City?

Yes

No

***QUESTION 5**

Do you have any of the following certifications? Certified Public Procurement Officer (CPPO), Certified Public Procurement Buyer (CPPB) and/or Certified Purchasing Manager Certification (CPM) and/or Certified Professional in Supply Management (CPSM) and/or NIGP-Certified Procurement Professional (NIGP-CPP)?

None

Yes, CPPO

Yes, CPPB

Yes, CPM

Yes, NIGP-CPP

***QUESTION 6**

Do you have experience with Tyler Technologies Munis software experience or similar automated purchasing program?

Yes

No

***QUESTION 7**

Do you have experience with AI and innovative procurement processes?

Yes

No

***QUESTION 8**

Are you able to perform the essential job duties and responsibilities as outlined in the job description?

Yes

No

***QUESTION 9**

Do you have the willingness to adopt AI (Artificial Intelligence) and emerging technologies?

Yes

No

QUESTION 10

Please take this opportunity to review your responses to the supplemental questions. Ensure that the qualifications stated above can be cross-referenced with the qualifications in your application. Experience should be relevant and within the last ten (10) years of work history.

* Required Question