



# Lee County Port Authority Senior Procurement Agent

<b>SALARY</b>	\$62,610.00 - \$72,001.00 Annually	<b>LOCATION</b>	Southwest Florida International Airport, 11000 Terminal Access Rd, Ste 8671, Fort Myers, FL
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	00783
<b>DEPARTMENT</b>	Procurement	<b>OPENING DATE</b>	05/18/2026
<b>CLOSING DATE</b>	6/8/2026 4:30 PM Eastern		

## About Us

We will encourage employees to **be YOU**. Our unique experiences can bring us together and make our organization stronger.

**be LCPA. be YOU. be Part of Our TEAM.**

## About Us

Southwest Florida International Airport (RSW) is an award-winning, medium-hub commercial service airport that served more than a record-breaking 11.1 million passengers in 2025 and is one of the top 50 airports in the United States for passenger traffic. Fifteen airlines serve RSW with nonstop service to more than 70 markets, including Canada and Germany. The economic impact of the airport is \$8.3 billion annually to the Southwest Florida region and more than 60,000 jobs. Page Field (FMY), an FAA-designated reliever airport, provides services to general and business aviation and accommodated more than 160,000 aircraft operations in 2025. Base Operations at Page Field is an award-winning, fixed-based operator and has been recognized for its customer service and facilities.

Terminal Expansion projects are currently underway at RSW to improve the airport travel experience by consolidating the security checkpoints, adding concession space and providing passengers more amenities and options. In addition, a new Concourse E is being constructed with 14 gates, as well as other terminal, landside and airside improvements.

## The Position

The anticipated annual salary for the ideal candidate is between \$62,610 and \$72,001

The Lee County Port Authority is seeking a highly skilled and analytical Senior Procurement Agent to manage complex, large-scale competitive solicitations for commodities and services supporting Southwest Florida International Airport (RSW) and Page Field (FMY).

**Minimum Qualifications**

- A high school diploma or GED
- A minimum of three years professional procurement experience
- Ability to successfully pass a criminal background screening, drug test, and obtain a Security Identification Display Area (SIDA) badge via TSA Security Threat Assessment

**Key Responsibilities**

- Manage the end-to-end solicitation process from initial development through formal award and contract execution
- Lead high-volume, diverse solicitations using formal and informal competitive methods, including specialized categories (IT, Construction, Professional Design)
- Determine the responsiveness of bids, quotes, qualifications, and proposals; safeguard trade secret information and perform due diligence on bid waivers (sole/single source, exempt, emergency, and cooperative "piggyback" requests)
- Review and approve purchase requisitions within the ERP/financial system, ensuring accuracy, proper authorization, and supporting documentation prior to PO generation
- Lead and conduct formal contract negotiations to ensure maximum value and cost-efficiency for the Authority
- Assist in preparing and reviewing documents for presentation to the Airport Special Management Committee (ASMC) or the Board of Port Commissioners

**Emergency Response/Recovery Activities**

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

[Please review full job description here](#)

**Employer**

Lee County Port Authority

**Address**

Southwest Florida International Airport  
11000 Terminal Access Road, Suite 8671  
Fort Myers, Florida, 33913

**Phone**

239-590-4531

**Website**

<https://www.governmentjobs.com/careers/leecountypa>

**Senior Procurement Agent Supplemental Questionnaire**

**\*QUESTION 1**

**What is your highest level of education?**

- High School Diploma/GED
- Associates Degree
- Bachelors' Degree
- Masters' Degree or higher

**\*QUESTION 2**

**Do you have previous governmental procurement experience?**

- Yes
- No

**\*QUESTION 3**

**Do you have working knowledge of (check all that apply)**

- EERP System
- P-Card Programs
- Request for Bids (RFB)
- Request for Proposal (RFP)
- Request for Qualification (RFQ)
- N/A

**\*QUESTION 4**

**Do you currently have any Professional Procurement Certifications (check all that apply)**

- CPPO
- CPPB
- NIGP-CPP
- Other
- N/A

**\*QUESTION 5**

**Do you have at least two years of employment in an airport procurement related field?**

- Yes
- No

**\* Required Question**