

NOTICE

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES

P.O. BOX 2277 – WINTER HAVEN, 33883-2277

Phone (863) 291-5650

www.mywinterhaven.com

Hearing Impaired: 711 RELAY or 1-800-955-8770

September 17, 2026

OPEN COMPETITIVE SENIOR PROCUREMENT SPECIALIST

Are you a detail-oriented and organized professional who thrives in a fast-paced environment, excels at multitasking, and is driven to succeed while serving others? If so, this position offers an exciting opportunity for an experienced procurement professional to grow and advance in a collaborative, innovative, and forward-thinking environment.

SALARY & BENEFITS

- \$25.21 Per Hour Minimum
- Annual Step for Performance Pay Adjustments
- 12 Paid Holidays Per Year
- 12 Vacation Days Minimum, Earned Per Year
- 12 Sick Days Earned Per Year
- Medical, Dental, Vision, and Life Insurance Benefits
- 401(a) Retirement Plan and Social Security Coverage
- 457 Deferred Plan Options
- Education/Tuition Assistance Program; and Training and Development Opportunities
- Employee Assistance Program – to Include Mental Health Assistance/Services

ESSENTIAL JOB FUNCTIONS

Responsible for managing complex procurement activities and ensuring all processes comply with applicable law, policies, and best practices. The position requires advanced knowledge of procurement regulations, contract administration, and vendor management. The list of essential job functions is intended to represent the primary duties of the position. Management may assign additional duties, as needed, that are logically related to the position in order to support departmental goals and organizational needs

- Create solicitations for Request for Proposal, Request for Qualifications and Invitations to Bid.
- Coordinate and conduct public procurement meetings.
- Have an understanding of contract language and negotiations.
- Possess an understanding of Florida State Statutes related to procurement in local government.
- Provide guidance and training to the general public on procurement procedures and policies.
- Support advanced financial analysis, forecasting and performance measurement.
- Participate in cross-departmental projects impacting procurement and/or financial operations.
- Support audit preparation and documentation requirements.

This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to perform routine cost and price calculations; work independently but with a focus on team goals; problem solve; make sound judgment calls; establish and maintain effective professional

relationships with internal and external customers; and communicate effectively both orally and in writing utilizing proper grammar.

MINIMUM EDUCATION & EXPERIENCE

- Associate's or Bachelor's Degree in finance, supply chain, procurement, contract management or related field from an accredited four-year college or university.
- Progressive experience in supply chain management or procurement.
- An equivalent combination of education and experience that is determined to be directly related to the specific requirements may be substituted.

PHYSICAL / ENVIRONMENTAL FACTORS

- Must have the physical ability, strength, and flexibility to perform the essential job functions in a work environment.
- Reasonable accommodations will be made for otherwise qualified individuals with a disability.

CLOSING DATE: October 17, 2026, 5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG-FREE WORKPLACE



Enriching lifestyle through exceptional service.