JAA Jacksonville Aviation Authority
14201 Pecan Park Road
Jacksonville, Florida 32218



PROCUREMENT ADMINISTRATOR

The Jacksonville Aviation Authority (JAA) welcomes applications for the role of **Procurement Administrator.**

Experienced professional work responsible for the procurement processes related to informal and formal solicitations for all goods and services for JAA departments, ensuring fair, equitable, ethical, open, and transparent competition. Work requires knowledge of JAA's procurement code and applicable federal, state, and local government procurement regulations, techniques, and procedures. Contacts with others require courtesy, tact and skill in understanding and influencing people, asking for and providing clarification. Work is standardized to the extent that the tasks are covered by substantially diversified procedures and specialized standards, however, because of changing priorities and the variety of situations that occur, incumbents have the latitude to consider which standards and procedures must be followed and in what sequence. Work requires the use of independent judgment in the search of solutions and appropriate application of the regulations.

Department: Procurement
Salary Range: Min. $69,334 – Mid. $90,135.27

FLSA Classification: Non-Exempt, Administrative
Position Closes: Midnight on Monday, November 30, 2026

Required Education & Experience:
Bachelor's degree in Procurement, Logistics, or a closely related field **and** 2 years of public sector procurement experience **OR** an equivalent combination of experience, education, and training.

Preferred Education & Experience: Certification or other credentials in government or public sector procurement, Prior supervisory experience.

Licenses & Certifications: Must complete and obtain NIGP Certificates and/or Certifications outlined within first year of employment, Florida Class E driver's license required and must be maintained. Must be able to obtain and maintain a Security Identification Display Area (SIDA) badge.

The JAA values diversity and is am E-verify, Drug Free Workplace, EEO and Veterans' Preference Employer.
If you require a reasonable accommodation, please dial (904) 741-2000 to learn more about JAA, or
to apply for this opportunity, please visit us at www.flyjacksonville.com/jobs.aspx