

CONTRACTS AND PROCUREMENT MANAGER

Professional Area: Procurement and Contractual Services
Salary Ranges: Negotiable depending on qualifications
Location: Fort Lauderdale, Florida
Closing Date: Friday, July 30, 2021 or until position filled

The Positions

The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented procurement professional to join our team as our **Contracts and Project Manager**. This positions will play a lead role within the Finance & Administrative division responsible for overseeing the purchasing, contracting and procurement process to ensure that acquisitions of goods and services are consistent with the Broward MPO's (the Agency's) policies; in compliance with applicable federal, state and local regulations and laws; and aligned with the objectives of program grants and Agency strategy.

Please visit <http://browardmpo.org/index.php/employment-opportunities>

About Broward MPO

The MPO provides essential multimodal transportation planning services to over 30 municipalities and Broward County, while also working with partners in Miami-Dade and Palm Beach counties to plan for the Southeast Florida region. The thriving region is home to almost six million residents, with almost two million in Broward County alone, and another two million anticipated to call Southeast Florida home in the next 20 years

The Broward MPO is nationally recognized for its innovation in transportation planning. Our recently renovated and technology focused office is located in beautiful Fort Lauderdale, Florida, close to world famous attractions and recreational activities including Miami Beach, Palm Beach, Florida Keys, Everglades, fishing, boating, beautiful beaches, and Orlando and its theme parks. Our office has direct access to transit, rail, interstate, and bike/pedestrian facilities for easy commuting options.

The MPO embraces diversity and is a place where employees are appreciated, respected and cultivated with excellent opportunities for professional development and growth. We foster a collaborative environment and encourage innovation and efficiency among employees. Our family atmosphere balanced with a highly motivated team of professionals, who support the success of the agency as well as the individual, make it an ideal place to work.

The Candidate

The ideal candidate is a procurement professional with government experience in the transportation field and strong background working with FDOT, FHWA and FTA programs and regulations. This person will have a desire to grow their career with a progressive goal-oriented organization focused on expanding transportation options for the public. The candidate should have experience and interest in the contracts and procurement processes to ensure that acquisitions of goods and services are consistent with the Agency's policies, compliant with applicable regulations and laws and aligned with the objectives of program grants and Agency strategy. Candidates should have strong written and verbal communication skills.

The successful candidate will hold a Bachelor's Degree in Business Administration, Public Administration, Business Law, Finance, Purchasing, or related field plus ten (10) years of progressive responsible experience in purchasing, preferably in a government environment. Candidates with an equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job should apply. Must possess a valid Driver's License.

Benefits

The Broward MPO offers a generous compensation package. Benefits include:

- Paid health insurance (subsidized family coverage)
- Paid short and long-term disability
- Paid Life insurance
- Generous Paid time off, sick leave and administrative leave
- 11 paid holidays and 3 personal holidays
- Florida Retirement System (FRS)
- Optional 457 deferred compensation plan
- Optional health and dependent care flexible savings accounts
- Employee development opportunities
- Flexible work and telework options

To Apply

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