

A photograph of the City Hall building in Palm Coast, Florida. The building is a two-story structure with a prominent clock tower on the left side. The words "CITY HALL" are visible on the facade. The building has a mix of brick and light-colored siding. There are some young trees and landscaping in front of the building.

PROCUREMENT MANAGER

NOW HIRING

**CITY OF PALM COAST
CAREER OPPORTUNITY**

Lead the purchasing and contracting strategies that keep one of Florida's fastest-growing cities moving forward.

City of Palm Coast, Florida | Procurement and Contracting
Job Code 21 (Exempt)

- Lead Citywide procurement and contracting operations
- Build strong, productive vendor relationships
- Modernize processes through technology and innovation
- Protect public resources through fair and ethical procurement



Apply: www.palmcoast.gov/employment/openings

PROCUREMENT MANAGER

Procurement and Contracting | City of Palm Coast, Florida



ABOUT PALM COAST

One of Florida's newest cities (incorporated in 1999), Palm Coast is a Florida paradise—situated along 70 miles of saltwater and freshwater canals and the Intracoastal Waterway, just minutes from pristine Atlantic Ocean beaches.

A vibrant lifestyle and the natural environment go hand in hand here. The City offers beautiful parks, more than 125 miles of connecting trails and paths, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf.

Lined with historic oaks, towering pines, and native vegetation, Palm Coast's parks and trails showcase the natural beauty of Florida. The City currently serves an estimated population of 110,000.

Leadership & Expertise

Strategic Procurement Process Innovation
Contract Administration Regulatory Compliance
Vendor Relations

The Role

The Procurement Manager provides strategic leadership for the City's purchasing and contracting operations. This position directs procurement staff, oversees competitive solicitations and contract administration, and ensures City purchases comply with applicable laws, regulations, grant requirements, and ethical standards.

You will work closely with City departments, Legal, vendors, and community partners to improve processes, control costs, support major projects, and ensure the timely delivery of quality products and services.

What You'll Do

- Lead, develop, and evaluate Procurement and Contracting staff.
- Direct competitive solicitations, proposal evaluations, contract negotiations, and bid protests.
- Develop policies and controls that protect the integrity of the procurement process.
- Review complex contracts for purchases, construction, utilities, and capital projects.
- Ensure compliance with local, state, federal, grant, and public-records requirements.
- Strengthen vendor relationships and provide responsive customer service.
- Modernize procurement through automation, and emerging technology.
- Analyze markets and purchasing trends to improve quality, efficiency, and value.

QUALIFICATIONS & HOW TO APPLY

Procurement Manager | Job Code 21 (Exempt)

Minimum Qualifications

- Bachelor's degree in Business, Public Administration, Supply Chain Management, Engineering, Construction Management, or a related field.
- Professional procurement certification, such as CPPO, CPPB, or NIGP-CPP.
- Working knowledge of Florida's Consultants' Competitive Negotiation Act, commonly known as CCNA, and its requirements for utility and stormwater projects.

Preferred Qualifications

- Master's degree in Public Administration or Business Administration.
- Seven years of progressively responsible experience in governmental procurement and contract administration, including three years in a senior leadership or supervisory role.
- Experience with utility procurement, capital infrastructure projects, and alternative delivery methods such as Construction Manager at Risk.
- Experience supporting bond-funded or grant-funded capital projects.
- Demonstrated success modernizing procurement practices and improving processes.
- Proficiency with enterprise resource planning procurement systems, including Tyler Technologies Munis or a comparable platform.

Knowledge, Skills, and Abilities

- Thorough knowledge of governmental purchasing principles, contract administration, and applicable regulations.
- Strong leadership skills with the ability to train, motivate, evaluate, and guide staff.
- Ability to develop and implement effective procurement policies, procedures, and internal controls.
- Ability to analyze bids, proposals, pricing, market conditions, and vendor performance.
- Strong negotiation, project management, communication, and organizational skills.
- Ability to build effective relationships with City leadership, departments, vendors, and community partners.
- Commitment to ethical procurement, transparency, excellent service, and responsible stewardship of public funds.

Compensation & Benefits

- Salary range: \$93,000.00 - \$132,000.00

For information about health and dental insurance, vacation and sick leave, retirement, and other benefits, contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

How to Apply

Apply online:

www.palmcoast.gov/employment/openings

Questions:

human_resources@palmcoastgov.com

(386) 986-3718