



## **Procurement Specialist**

**Department:** Finance

**Reports To:** Controller

**FLSA Status:** Non-Exempt

**Salary Range:** \$32,902 – \$49,353 annually

### **Position Summary**

The Procurement Specialist performs professional and technical purchasing functions in support of the St. Johns County Airport Authority's operational, capital, and grant-funded programs. Working under the general supervision of the Controller, this position is responsible for administering procurement processes, coordinating solicitations, maintaining contract documentation, ensuring compliance with federal and state requirements, and supporting internal financial controls.

The Procurement Specialist serves as a key safeguard in maintaining transparency, fiscal discipline, and regulatory compliance consistent with FAA, FDOT, and applicable Florida statutory requirements. This position does not establish policy but ensures that adopted procurement policies are implemented accurately, consistently, and defensibly.

### **Essential Duties and Responsibilities**

#### **Procurement Administration**

- Prepare, coordinate, and administer competitive solicitations including Invitations to Bid (ITB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), and related procurement documents.
- Develop and maintain standardized solicitation templates and contract forms.
- Ensure compliance with Authority procurement policies, Florida Statutes, and applicable federal grant requirements.
- Coordinate advertising, bid openings, evaluation documentation, and award recommendations.
- Prepare purchase orders and contract documents in accordance with established thresholds and approval authority.

#### **Contract and Vendor Management**

- Maintain official procurement files, vendor registrations, insurance certificates, bonds, and compliance documentation.
- Monitor contract expiration dates, renewal options, and deliverable deadlines.
- Coordinate with department heads to confirm scope alignment, performance compliance, and documentation of contract deliverables.
- Support vendor outreach and maintain accurate vendor records.



### **Financial and Grant Compliance Coordination**

- Coordinate with the Controller to verify budget availability and encumbrances prior to procurement issuance.
- Maintain procurement documentation required for FAA Airport Improvement Program (AIP), Congressionally Directed Spending (CDS), FDOT, and other grant-funded projects.
- Assist in preparing documentation required for reimbursement requests, audits, and financial reporting.
- Ensure procurement files support clean audit trails and defensible internal controls.

### **Internal Controls and Transparency**

- Maintain procurement records in accordance with public records retention requirements.
- Support Sunshine Law compliance by ensuring proper documentation of solicitation and award processes.
- Assist in maintaining segregation of duties between procurement, authorization, and payment processing.
- Participate in audit preparation and respond to procurement-related inquiries.

### **Receiving and Asset Support (As Assigned)**

- Coordinate with departments to verify receipt of goods and services.
- Assist in tracking capital assets procured through Authority funds or grant programs.
- Support inventory documentation processes as needed.

### **Minimum Qualifications**

- Associate's degree in business administration, Public Administration, Finance, Accounting, or related field; Bachelor's degree preferred.
- Minimum of three (3) years of progressively responsible experience in public procurement, purchasing, contract administration, or governmental finance.
- Experience with Florida public sector procurement requirements preferred.
- Working knowledge of federal grant compliance (FAA, FDOT, or similar) strongly preferred.
- Proficiency in Microsoft Office applications and financial management software systems.

### **Knowledge, Skills, and Abilities**

- Knowledge of public procurement principles, competitive solicitation procedures, and contract administration.
- Understanding of Florida Sunshine Law and public records requirements.
- Ability to interpret and apply procurement policies and regulatory requirements.
- Strong organizational and documentation skills with attention to detail.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Ability to communicate effectively with staff, vendors, consultants, and external agencies.
- Capacity to manage multiple projects and deadlines in a public accountability environment.

### **Working Conditions**

Work is primarily performed in an office environment with occasional site visits to airport facilities. The position may require attendance at bid openings, pre-bid meetings, and board meetings as assigned.

### **Strategic Role Within the Organization**

The Procurement Specialist operates within the Finance Department under the Controller to strengthen fiscal stewardship, enhance compliance controls, and support transparent, defensible procurement practices. This structure ensures alignment between purchasing activity and financial oversight while maintaining scalability as the Authority's capital program expands.

The St. Johns County Airport Authority is an Equal Opportunity Employer and participates in E-Verify.