

## **Procurement Officer, Town of Southwest Ranches, FL**

The Town of Southwest Ranches is seeking a full time Procurement Officer that will be responsible for preparing and overseeing the Town's procurement process from preparation of bid through award of contract and overseeing programs and special projects including risk management compliance as it pertains to bids and contracts. The position plays a vital role in conducting efficient and transparent procurement and contracting for the Town, ensuring compliance with all relevant federal and state laws and Town policies and procedures. Bachelors Degree in Public or Business Administration, Accounting or related field and three (3) to five (5) years of experience in purchasing (within a municipal government preferred). Any equivalent combination of experience and training that provides the required knowledge, skills and abilities may be considered. Valid FL D/L, \$58,566.69 to \$99,563.37 annually, DOQ. Open until filled; initial review of applicants February 9, 2024. Submit cover letter, resume, two (2) letters of reference and completed job application to [customerservice@southwestranches.org](mailto:customerservice@southwestranches.org). Also, visit [www.southwestranches.org](http://www.southwestranches.org) for blank employment application and detailed Job Description.