

## **Senior Procurement & Budget Officer, Town of Southwest Ranches, FL**

Prepares and oversees the Town's procurement process from bid preparation through award of contract. Assists with the Budgeting process, programs and special projects including risk management compliance. Associates degree in Public or Business Administration, Accounting or related field required. Three to five (3-5) years' experience in progressively responsible administrative work in a municipal government preferred. A comparable amount of training, education, or experience may be substituted for the minimum qualifications. Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) or equivalent is preferred. Must obtain CPPB or equivalent within five (5) years of the date of hire. Valid FL D/L \$62,400 - \$80,080 annual starting salary DOQ + benefits/pension. Open until filled; initial review 08/27/2019. Submit cover letter, resume, 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.