



# CHIEF PROCUREMENT OFFICER

## CITY OF PALM BAY, FL

**EXECUTIVE RECRUITMENT**

*Help shape the next generation of public procurement in one of Florida's leading Space Coast communities.*



## THE COMMUNITY

The City of Palm Bay, Florida, is a large, growing community located on Florida's Space Coast in southern Brevard County. With a population approaching 160,000 residents, Palm Bay is Brevard County's largest city and offers the scale and complexity of a major municipal organization while maintaining the natural beauty, recreational amenities, and quality of life associated with the Central Florida Coast.

*A growing Space Coast city with scale, momentum, and long-term opportunity.*



The City is part of one of Florida's most distinctive economic regions. The Space Coast is recognized for aerospace, engineering, advanced manufacturing, defense, healthcare, technology, and professional services. Palm Bay's residential and commercial growth, infrastructure needs, major transportation corridors, and long-range financial planning priorities make this an important time for strong executive leadership.

The next Chief Procurement Officer has an amazing opportunity to build on the City's existing procurement foundation and reimagine the department's structure, processes, and service model to support a modern, strategic, and highly responsive procurement function.

Palm Bay provides residents with access to a wide range of outdoor and recreational opportunities, including parks, trails, waterways, conservation areas, boating, fishing, kayaking, biking, and nearby Atlantic beaches. The community's location near the Indian River Lagoon, Melbourne Orlando International Airport, Port Canaveral, Kennedy Space Center, and the broader Orlando region provides strong regional connectivity and access to major employment, travel, and recreation destinations.

[CLICK HERE](#)

*Or Scan the QR code to watch a Palm Bay leadership welcome video*



## THE ORGANIZATION



*An exceptional opportunity to lead an amazing procurement team.*

The Department includes 8 full-time positions, including the Chief Procurement Officer, and has an FY26 budget of approximately \$1 million. The Chief Procurement Officer reports to the City Manager and serves as the City's principal public procurement official.

The City is in a unique position to select a procurement leader who can build on existing operations, help shape the next generation of procurement policies and procedures, and advance a forward-looking procurement function that supports transparency, competition, value, accountability, and excellent service.

The City of Palm Bay operates under the council-manager form of government. The City Council provides policy leadership, adopts the budget, establishes community priorities, and sets the overall direction for the organization. The City Manager oversees daily operations, implements policy direction, and leads the delivery of municipal services.

Palm Bay's adopted FY26 budget is \$521.3 million, including personnel, operating, and capital funding. This financial scale requires strong procurement leadership, sound contract administration, open competition, clear policies, and consistently excellent support to departments across the organization.

The Procurement Department plays a central role in responsible stewardship, operational efficiency, vendor engagement, internal controls, and service delivery. The Department supports Citywide procurement of goods, supplies, services, equipment, construction, professional services, capital improvements, and other needs that allow departments to serve the community effectively.

### **Palm Bay at a Glance**

**Population:** Approximately 160,000

**FY26 Budget:** \$521.3 million

**Procurement Department Budget:** Approximately \$1 million

**Procurement Department:** 8 full-time positions

**Form of Government:** Council - Manager

## THE POSITION

The City of Palm Bay seeks an experienced, forward-thinking procurement executive to serve as its next Chief Procurement Officer. This is an executive-level opportunity for a public procurement professional who can combine technical expertise, sound judgment, policy leadership, customer service, and practical innovation.

The Chief Procurement Officer serves as the City's principal public procurement official and is responsible for planning, organizing, developing, coordinating, and overseeing procurement activities in accordance with applicable federal, state, and local laws, ordinances, rules, and regulations.

The position provides professional support and sound contractual guidance for City departments involving contractual services, consultants, equipment, supplies, construction, capital improvements, professional services, and other procurement needs. The CPO plays a vital role in developing policies, procedures, standards, and practices for negotiating and entering into contracts that best support the City's operational, financial, and service-delivery goals.

### Key responsibilities include:

- ◆ Coordination with the City Attorney, City Manager, Deputy City Manager, department heads, vendors, and City Council
- ◆ Citywide procurement leadership and administration
- ◆ Solicitations and other complex procurement methods
- ◆ Manage and lead P-Card administration
- ◆ Contract development, review, award, execution, and administration
- ◆ Vendor engagement, competition, supplier confidence, and procurement transparency
- ◆ Procurement policy development, process consistency, and staff training
- ◆ Construction, professional services, engineering services, grant-funded services, commodities, equipment, and contractual services
- ◆ Procurement compliance with federal, state, local, grant, and City requirements
- ◆ Department budget development, monitoring, and cost analysis support
- ◆ Procurement-related agenda items, legislative memorandums, presentations, and recommendations
- ◆ Internal controls, fraud-risk awareness, and support for responsible stewardship
- ◆ Surplus property, contract administration, purchasing records, and procurement reporting

*Lead a highly professional procurement team supporting every department and every major project.*

The next Chief Procurement Officer will lead an amazing procurement team and collaborate across departments to support timely, compliant, open, and effective procurement. The successful candidate will help ensure that procurement practices continue to support competition, value, accountability, operational efficiency, and public trust.

## THE IDEAL CANDIDATE

The City of Palm Bay seeks a seasoned public procurement leader with deep technical knowledge, relationship management, sound judgment, and the ability to operate effectively at both strategic and operational levels.

### The ideal candidate will bring:

- » Deep knowledge of modern governmental procurement principles, practices, and procedures
- » Experience with formal and informal solicitation methods and complex procurement processes
- » Knowledge of construction, professional services, engineering services, grant-funded services, commodities, equipment, and contractual services
- » Strong contract administration, negotiation, vendor management, and supplier engagement experience
- » A clear understanding of procurement compliance, internal controls, transparency, competition, and public-sector accountability
- » The ability to communicate procurement rules, recommendations, and complex contract issues clearly and practically
- » Confidence working with elected officials, executive leadership, department directors, employees, vendors, legal counsel, and the public
- » A collaborative, service-oriented, and solution-focused leadership style
- » A commitment to integrity, customer service, consistency, fairness, accountability, and continuous improvement

### The City seeks a strong department leader who values:

- ◇ Public trust
- ◇ Employee development
- ◇ Clear expectations
- ◇ Open communication
- ◇ Procurement integrity
- ◇ Responsive internal service
- ◇ Vendor confidence
- ◇ Interdepartmental collaboration
- ◇ Continuous process improvement
- ◇ The ideal candidate will cultivate a professional, supportive, and service-oriented work environment while helping the City continue advancing procurement policies, procedures, training, and contract practices that support the organization's future.



*The ideal candidate will cultivate a supportive and motivated work environment, foster innovation, and promote a department culture grounded in accuracy, integrity, customer service, and continuous improvement.*

# MINIMUM QUALIFICATIONS

Candidates must meet one of the following education and experience pathways:

## Pathway 1

- » Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field
- » Minimum of seven years of progressive public procurement experience

## Pathway 2

- » Associate degree from an accredited college or university in Business Administration, Public Administration, or a related field
- » Minimum of nine years of progressive public procurement experience



## Additional requirements:

- ◆ Minimum of three years of supervisory or management experience
- ◆ Experience training others on complex solicitation types, including IFB/ITB, RFP, RFQ, and design-build
- ◆ Thorough knowledge of public procurement for commodities and services used by government agencies, including construction services, and professional services
- ◆ Knowledge of rules and regulations regarding procurement and expenditure of public funds
- ◆ Valid Florida driver's license and acceptable driving record

## Certification requirement:

Buyer-level or above certification in purchasing from a nationally recognized purchasing association is required, such as:

- ◆ Certified Professional Public Buyer
- ◆ NIGP Certified Procurement Professional

## Preferred certification:

- ◆ Certified Public Procurement Officer

## COMPENSATION AND BENEFITS

The City of Palm Bay offers a competitive compensation and benefits package designed to attract a highly qualified public procurement executive.

The salary range for the Chief Procurement Officer position is \$111,867 to \$184,881 annually. The starting salary may be \$150,000 +/- depending on qualifications and experience.

The City provides a comprehensive benefits package for eligible employees, including:

- ◇ Medical insurance through Cigna, including HDHP, OAPIN, and OAP plans
- ◇ Dental insurance, including DHMO and PPO high/low plans
- ◇ Vision insurance
- ◇ Flexible Spending Account
- ◇ Life insurance equal to two times base salary at no cost
- ◇ Optional additional life insurance for the employee, spouse, and/or dependents
- ◇ Short- and long-term disability insurance
- ◇ Legal plan
- ◇ Accident insurance
- ◇ Automobile allowance
- ◇ Critical illness insurance
- ◇ Hospital indemnity insurance
- ◇ Defined contribution and deferred compensation retirement options
- ◇ 13 paid holidays, including one birthday holiday and one floating holiday
- ◇ Sick leave and vacation leave
- ◇ Robust mental health resources

## TO APPLY

This position is open until filled, with a first review of applications and resumes on July 13, 2026, after 5:00 pm ET.

Interested candidates should apply through the City of Palm Bay's official application portal at:

[CLICK HERE TO APPLY](#)

or scan the application QR code.

Direct inquiries to the City's Human Resources Department at (321) 952-3421 or email:

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## SELECTION PROCESS

Following the first review date, 65th North Group will conduct a comprehensive review of submitted materials and identify candidates for initial interviews whose experience and qualifications most closely align with the City of Palm Bay's needs.

The City will select the most highly qualified applicants for in-person finalist interviews.

**ADVERTISEMENTS POSTED:** JUNE 12, 2026

**OPEN UNTIL FILLED, FIRST REVIEW OF RESUMES:** JULY 13, 2026

**SHORT - LISTED CANDIDATE INTERVIEWS:** JULY 24 - 25, 2026

**FINALIST INTERVIEWS:** WEEK OF AUG 3, 2026

**ANTICIPATED START DATE:** AS SOON AS POSSIBLE THEREAFTER

