

	Human Resources Department Forms And Documents	HRP-03 Effective Date: 07.05.2017
		<i>This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.</i>
POSITION ANNOUNCEMENT		

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: **Purchasing Manager (Temporary)** Department: **Treasury**

Job Status: Regular full- Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: **90 Days from** To: _____*
hire

Standard Scheduled Hours: **7:00 a.m. - 4:00 p.m.** Days to be Worked: **M-F**

Starting Pay Rate: **\$24.57-\$31.94 Hourly** Pay Grade **26**

Position Description: The purpose of this position is to oversee the centralized purchasing functions of the City including the development or review of bid packages and contract negotiation and administration; to analyze opportunities to improve purchasing system effectiveness; and to prepare a variety of financial reports involving City purchasing activities.

Primary responsibilities include: The Purchasing Manager works under the direct supervision of the City Treasurer, and is primarily responsible for supervising, assigning, reviewing and participating in the work of staff responsible for providing purchasing services within the Finance & Administration Department; performing a variety of technical tasks relative to assigned area of responsibility; performing all of the assigned duties in accordance with the City of Fairhope’s ordinances and the Laws of the State of Alabama. In addition, the Purchasing Manager must develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service to the citizens of Fairhope.

Duties Include:

- Oversee the centralized purchasing functions of the City; recommend and administer policies and procedures.
- Oversee the maintenance of procurement records and files associated with the centralized procurement activity.
- Develop, review and assist departments in developing bid specifications and contracts; consult with departments to ensure that specifications describe essential items or features.
- Prepare bid forms and advertise for bids; formulate bid recommendations and recommend awards; establish escrow accounts and disposition of bid bonds and security deposits; prepare bid reports.
- Analyze procurement requirements and determine procurement procedures for blanket purchase arrangements, competitive bid processes and consolidated purchases.

Minimum Requirements: Bachelor’s degree in finance, business administration, or related field and five or more years of experience in governmental purchasing, preferably in an Alabama municipal setting, or an equivalent combination of education

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Knowledge, Skills and Abilities: Through knowledge of: Purchasing procedures and negotiation techniques; Inventory control procedures; Operations, services and activities of a purchasing program; Principles of supervision, training and performance evaluation; Materials, supplies and equipment typically used in municipal services and the sources for such products; Pertinent Federal, State, and local laws, codes and regulations including general laws and regulations applicable to bidding procedures and purchasing operations; Modern office procedures, methods and computer equipment; Municipal budgetary process. **(For a full copy of this job description, please contact City of Fairhope HR)**

Date Posted : 8/29/2017

Closing Date : Until filled