

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PURCHASING MANAGER - Commission Office

Posting # 2281-0116md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Certifications if applicable

SALARY RANGE: Step 50 - 62; \$61,412 - \$81,198 annual salary (based on experience and education)

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: December 29, 2015

CLOSING DATE: January 22, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the general direction of the Board of County Commissioners, purchases materials and supplies for all departments of Utah County Government, performs financial administrative and supervisory duties.

DUTIES INCLUDE:

Manages and administers the County's central procurement, contracts and property acquisition and disposition activities. Directs division and department heads in procurement matters. Analyzes and manages procurement activities for the County in accordance with administrative rules and codes, local, state, and federal laws.

Provides control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County. Negotiates long-term contracts, amendments to contracts, and corresponds with vendors to obtain quotations, prices, and delivery times.

Communicates with County departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assists in identifying appropriate sources, competitive methods, cost analyses and contract formats; functions as liaison between departments and vendors by assisting the resolution of performance issues, disputes and claims.

Reviews and processes requisitions, checking for accuracy and conformance with federal, state, and county purchasing laws and ordinances; prepares change orders and assists in the resolution of disputes and discrepancies on invoices.

Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of:

Governmental purchasing methods including state code.

Utah County fiscal procedures.

Utah County Procurement Rules and Regulations.

Accounting principles, auditing, financial planning, and reporting techniques.

Supervisory practices and procedures.

Skill in:

Functional business math.

Using a personal computer including various software applications such as Microsoft Office and Adobe.

Using standard office machines.

Reading and comprehending technical professional journals, financial reports, legal documents, abstracts and schematics.

Project management, and the ability to manage several tasks simultaneously under deadlines.

Negotiating agreements.

Ability to:

Establish and maintain effective relationships with vendors, County departments, and the general public.
Read, interpret, and evaluate specifications for completeness and to assist in revisions as needed.
Communicate effectively orally and in writing.
Conduct training sessions and make effective presentations.
Conduct in-depth fiscal research.
Establish and maintain detailed record-keeping systems.
Prepare business letters, financial reports, policies, procedures, and summaries.
Obtain and interpret market prices and trends and to apply such interpretation to procurement issues.
Develop and deploy effective bid and proposal strategies.
Lead and train others.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor's degree in business management, economics, marketing, finance, or a related field and four (4) years of purchasing, procurement and/or auditing experience. Preference may be given for government experience. Preference may be given for lead and/or supervisory experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
Preference may be given to applicants with the certification by the Institute of Supply Management (Certified Professional in Supply Management), the National Institute of Government Purchasing, Inc. (Certified Public Professional Officer), or the National Certified Public Manager Consortium (Certified Public Manager).

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

