



Now Hiring!
Purchasing Manager
Salary Range 29
Annual: \$75,000 - \$85,000

Job Summary:

Under the direction of the Finance Director, this position will manage the City's procurement process. This will be accomplished by managing the activities of a centralized procurement system, staying current on purchasing methods and laws and promoting teamwork through positive interactions with city staff and vendors. This position will act as an internal partner and resource to city departments providing information and services to meet the purchasing needs of the organization.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Administers City procurement in accordance with Texas State Laws and City Ordinances, Resolutions and Policies.
- Develop Request for Proposals, Bids Specifications and Quotes Documents.
- Coordinate the evaluation of submitted proposals, bids and quotes and prepare recommendations for contract awards.
- Direct and manage contract administration to ensure City interests are protected and services are provided in accordance with specifications.
- Provides training sessions for employees involved in the procurement process and maintains a current policy and procedures manual.
- Review Purchase Orders requested by departments to ensure compliance with state laws and policies and procedures and resolve issues prior to approval.
- Authorize the payment of invoices.
- Administers the procurement card program and reconciliations and provide training to ensure employees follow the P-Card Policy.
- Develops and implements procedures for the disposal of surplus inventory to ensure proper disposal and schedules auctions.
- Assist in managing the Vehicle Replacement Program.
- Manage citywide encumbrances and assist with year-end processes for purchase orders and the budget.
- Prepare fixed asset reports and assist with reconciling capitalized expenditures to the general ledger and resolving related discrepancies.
- Collaborates with other public organizations to obtain favorable cooperative purchasing agreements.
- Prepares written City Commission communication items as needed and attend Commission meetings when agenda items containing purchasing issues are scheduled.
- Implement procurement best practices already in place within the City and provide thought leadership necessary to adopt new best practices.
- Performs other Purchasing duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A Bachelor's Degree in Public Administration, Business Administration, Accounting, or related field.
- Three years (3) of increasingly responsible experience in government procurement.
- Possession of a professional purchasing credential such as a Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM), Certified Public Purchasing Officer (CPPO), or Certified Professional Buyer (CPPB), from the National Institute of Governmental Purchasing, or certification in contacts management is highly desired.
- Experience with accounting and purchase order software.
- Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities will be considered.

To Apply:

Download City of Ennis application online at:
<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit completed application to Human Resources at 107 North Sherman Street, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION OPEN UNTIL FILLED

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