



# TOWN OF PITTSBORO

Invites applications for the position of:

## **Purchasing & Procurement Manager**

An Equal Opportunity Employer

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**HIRING SALARY** \$60,000 - \$70,000 Annually (Anticipated Hiring Range)

**CLOSING DATE** Open Until Filled

**POSITION TYPE** Full-Time (Monday – Friday, 8:30am – 5:00pm)

**DEPARTMENT** Administration

The Town of Pittsboro is seeking its first ever Purchasing & Procurement Manager. This position will work closely with the Town's departments to ensure compliance with local, state, and federal purchasing and procurement policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform professional work organizing and administering a purchasing, procurement, and contracting program for all Town departments under the general direction of the Finance Director.
- The employee must exercise considerable independent judgment and initiative in development of an efficient system across departments, in contract review and authorization, and in advising departments on legal requirements.
- Manage and oversee training of Town staff on proper procurement procedures and policies.
- Function as a subject matter expert in providing advice and knowledge of purchased related laws and policy for purchasing and service contracts, including compliance with Federal Uniform Guidance requirements.
- Reviews and authorizes purchases; determines appropriate method of purchase (i.e. informal bids, formal bids, negotiated contracts or other procedures).
- Serve as the keeper of Town contracts from departments, assigning contracts numbers, setting up purchase orders, review of contracts for key terms, obtaining insurance certificates, determining if a pre-project safety review is required and track contracts through legal review, pre-audit and final approval.
- Conduct and supervise bid openings and oversight of the detailed process for capital expenditures that includes, but is not limited to: bid analysis, bid reporting results and recommendation of bid awards for purchase.
- Employee will work with departments to prepares bid specifications for procurement items and assist in the coordination of budget funds availability and spending authority.
- Evaluate contractor performance and compliance to contract terms and conditions by monitoring performance, reviewing vendor performance

evaluations, communicating results of performance evaluations to contractors and resolving contractual issues.

- Direct the Town's purchasing program, including P-Cards.
- Advise departments on equipment and supplies specifications and the purchasing process.
- Assist in determining standard products, equipment, supplies and materials to be maintained in inventory and/or used by all departments.
- Maintain records including vendor lists and product files, price lists, comparison sheets on regularly purchased items, and appropriate purchasing requisition and bid files.
- Assist department heads in the purchasing of various supplies and equipment including assisting with calls to vendors to obtain pricing, the preparation of purchase orders, and coordination of purchase needs with departmental personnel and delivery times with vendors.
- Conduct product research and evaluates market trends for procurement.
- Ensure maximum value for expenditures by establishing and maintaining purchasing agreements, negotiating contracts, and performing cost and price analysis.
- Recommend updates to purchasing policies and procedures in accordance with applicable laws.
- Serve as an essential employee in the Town's response to emergency and crisis situations for emergency purchasing and procurement.
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of North Carolina General Statutes, and of local ordinances and regulations governing the purchasing of materials, supplies and equipment and sale of surplus equipment.
- Thorough knowledge of modern purchasing methods and procedures.
- Considerable knowledge of grades and qualities of items purchased and/or sources of supply and price trends in water, sewer, electric, public works and other municipal needs.
- Considerable knowledge of the application of information technology to purchasing and warehousing.
- Working knowledge of accounting in relation to procurement and purchasing.
- Skill in the use of office technology, computer equipment with working knowledge of Microsoft Office 365.
- Skill in developing bid specifications and in evaluating bids.
- Skill in establishing and maintaining effective work relationships with vendors, management, government officials and with other employees.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Skill in internal customer service excellence and collaborative conflict resolution.
- Skill in price negotiation.
- Skill in writing complex specification and purchasing solicitations.

- Ability to interpret and explain laws and procedures relating to the procurement and purchasing process.
- Ability to schedule deliveries in collaboration with other staff and Town needs.
- Ability to meet established deadlines.
- General knowledge of the organization, function and method of Town operations and departments.
- Ability to gather and analyze facts on a variety of subjects matters and to assemble and present concise reports and presentations.

**QUALIFICATIONS:**

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Graduation from an accredited four-year college or university with a Bachelor's degree in or significant coursework in procurement, finance, accounting, supply chain logistics, public administration, business management or related field plus 1-2 years of relevant professional experience in public relations or an equivalent combination of education and experience.
- 3-5 years of experience, with a preference for 5-7 years of experience including 2 years of supervisory experience, that provides the applicant with a comprehensive knowledge of communication principles, practices, and techniques as they relate to local government.
- Certified Local Government Purchasing Officer (CLGPO), or Certified Public Purchasing Officer (CPPO), or Certified Professional Public Buyer (CPPB) required or ability to obtain such certifications within 1-2 years.
- Certified Professional Contract Manager (CPCM) or equivalent preferred.
- Valid North Carolina driver's license.
- Completion of a background check and a drug screen.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment and occasionally outdoors.
- Work involves walking; talking; hearing; using hands to handle, feel or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry objects up to 40 pounds

- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

**ADDITIONAL INFORMATION:**

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment will close without notice when a sufficient number of qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to the Town Clerk at P.O. Box 759, Pittsboro, NC 27312 or email to [cbullock@pittsboronc.gov](mailto:cbullock@pittsboronc.gov)