

County of Grundy Job Posting Administration



Date of Posting: December 15, 2021
Applications Accepted Until: Posted until filled
Job Title: Purchasing Manager
Reports To: Finance Director
Employee Status: Full-Time, 40 hrs/week,
Rate: Exempt \$65,000 - \$75,000

SUMMARY:

The Purchasing Manager shall have the general responsibility to develop and manage the day to day operations of a centralized Purchasing Division within the Finance Department. The Purchasing Manager will provide technical assistance to all County departments and offices in support of operational requirements in the acquisition of: materials, supplies and services; professional services and other specialized services related to and in accordance with the County's purchasing and/or procurement policies. The Purchasing Manager's work emphasis is the standardization of and strategic planning for acquisitions on behalf of County departments and offices in the most cost effective and efficient manner while ensuring compliance with established guidelines and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure the acquisition of goods and services for County departments and offices in an efficient and effective manner while maintaining the integrity of the process.
2. Reviews and examines bid and proposal specifications for solicitation in cooperation with department heads, elected officials, legal department, and when necessary, private consultants.
3. Assists in the administration of grant compliance in regards to procurement and purchasing protocols.
4. Develops recommendations on purchasing requiring upper management and/or County Board approval
5. Interprets and assists with the development of contract provisions and reviews contracts for accuracy.
6. Evaluates and recommends changes to contracts prior to bid and renewal.
7. Assists in the investigation of claims where vendors fail to provide services or materials as specified and recommends action.
8. Interacts and interfaces with vendors and salespeople looking to do business with the County.
9. Assures the maintenance and compliance of department purchasing records and that purchases are followed up or expediated when required.
10. Assists in the training of County employees with proper requisition and purchasing procedure.
11. In connection with department directors and elected officials, assist in the formulation of strategic procurement policies for the County in order to maximize buying power and minimize inefficiencies.
12. Continually review policies and procedures governing procurement in order to improve and standardize the process.
13. Assist with review and submission of agenda items for committee and board meetings.
14. Participate in meetings on behalf of the Purchasing Division and the Finance Department upon the direction of the Finance Director.
15. Review organizational structure, work relationships, data reporting systems, financial, administrative, budgetary, and operational policies for revisions and updates to enhance efficiency and effectiveness of the Purchasing Division's operations.

16. Oversees the disposal of surplus County property.
17. Assist in the development, implementation, and administration of a centralized credit card policy.
18. Work closely with and assist with the operations and projects within the Finance Department.
19. Performs other duties as assigned or required.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- Thorough working knowledge of purchasing procedures as established under Illinois statutes and regulations. Experience in local government purchasing a plus.
- Prior knowledge of bidding and negotiating methods.
- Working knowledge of common business, industrial, and trade practices for regularly purchased items.
- Working knowledge of supply sources.
- Ability to effectively communicate both orally and in writing with users, suppliers, County department and County Board.
- Ability to apply appropriate procedures and regulations to purchasing activities.
- Proficient in the use of personal computer including the use of Microsoft Outlook, Word, Excel, and Power Point, along with County internal data systems.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in the field of business, finance, accounting or related field preferred.
2. Three to five years of related experience as detailed in the Essential Duties/Responsibilities and Qualifications sections.
3. Or any combination of education, experience, and training which provides the required knowledge and experience.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, see, and use fingers, hands, and arms. The employee is occasionally required to lift up to 20 pounds. Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to HR@grundyco.org with "Purchasing Manager" in the subject line.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1- 103 of the Illinois Human Rights Act (775 ILCS 5/1-103).