

Employer: **City of San Angelo**

Job Title: **Purchasing Specialist**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts: **8-5**

Salary Range: **\$27,899/YR-\$41,834/YR DOQ**

Job Location: **San Angelo, Texas**

Relevant Work Experience (Time): **Less than 1 yr**

Relevant Work Experience(Education/Position): **Student (High School)**

Education Level: **High School or Equivalent**

Job Description: **To perform the more complex duties of a staff responsible for performing city purchasing, including department buyer auditing relating to municipal, state and federal purchasing laws, contract management and administrative functions. Responsibilities include assisting in the preparation of complex bids; upload bids results as awarded by the city council to city website; proper accounting and budget; and review Blanket Purchase Orders requests for compliance with state purchasing laws. Administer the City's purchasing card program including retrieving banking data; uploading the data into the City's purchasing system; adjusting spending limit increases as approved by city management; process timely payment to vendor maximizing opportunities for rebates; and maintain the cardholder hierarchy database. Reviews sole source affidavits application for city departments and suppliers; conducts researches for similar products and suppliers; makes recommendation to Purchasing Manager of acceptance or rejections; and maintains Microsoft Access database for all approved sole source suppliers. Maintain/Administer formal contract database for products, services, capital improvement projects, professional services, and consulting services. Maintain and manage the uniform (clothing) contract for field service employees; process all uniform orders and resolve problems and complaints with vendor; and maintain the employee uniform database for employees.**

Special Requirements **A typing test of 35 WPM must be passed before an application can be accepted. High School Diploma or GED equivalent; and preferred two years of progressively responsible government procurement experience; or an equivalent of education and experience. Candidate must obtain a State of Texas Purchaser Certificate with 18 months of employment. Maintain a variety of databases. Assist new vendors on how to register on-line on the City's website and on the electronic procurement provider's website. Successful completion of individual and department goals and objectives; ability to analyze research, investigate information/data relating to spending trends, and potential cost savings and provide written recommendations to city management; building and maintaining databases tables, hierarchies, queries and reports. A valid operator's license with a good driving record required.**

Contact Person: **Human Resources**

Contact Phone: **325-657-4221**

Contact Email: **Traci Cartwright**

Employer Web Site: **sanangelotexas.us**

Confirmation **Send a copy of the form data to your own email address.**