

Employer: **City of Arlington**

Job Title: **Purchasing Agent**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts: **8am - 5pm**

Salary Range: **\$4,463/mo - \$5,500/mo**

Job Location: **Arlington, TX 76010**

Relevant Work Experience (Time): **2 - 5 yrs**

Relevant Work Experience (Education/Position): **Experienced (Non-Manager)**

Education Level: **Bachelor's Degree**

Job Description: **Responsible for the procurement of supplies, materials and equipment of the desired grade and quality at prices favorable to the city. A Bachelor's Degree in Business Administration or related field. Two years experience in purchasing equipment, supplies, materials and services through competitive bidding and preparing specifications, or any equivalent combination of education and experience. Public purchasing experience a must. Experience with Grants, Professional Services Contracts and Automated Purchasing Systems helpful.**

Special Requirements **-CPPO, CPPB (or Texas Purchasing certifications) preferred.
-Successful completion of Criminal Background Check.**

Contact Person: **Debra Carrejo, CPPO, CPPB Purchasing Manager**

Contact Phone: **817-459-6300**

Contact Email: **purch@arlingtontx.gov**

Employer Web Site: **<http://www.arlingtontx.gov/employment/erecruiting.html>**