

Employer: **City of Round Rock**

Job Title: **Purchasing Supervisor/Manager**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts: **8-5**

Salary Range: **46,155 -62,400**

Job Location: **City Office**

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

Relevant Work Experience (Education/Position): **Manager (Staff Supervisor)**

Education Level: **Bachelor's Degree**

Job Description: **Select, motivate, train, supervise and evaluate purchasing staff. Plan, organize, coordinate & prepare bid documents. Establish procedures, policies in accordance with applicable laws and standards.**

Special Requirements: **Governmental purchasing practices, legal requirements, recent developments, current best practices and sources of information. Two years of increasingly responsible experience in purchasing, independent decision making and policy development including supervisory. CPM, CPPO, CPPB Equivalent combination of education or experience may substitute.**

Contact Person: **Howard Baker**

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Employer Web Site: [http://agency.governmentjobs.com/roundrock/job\\_bulletin.cfm?JobID=237702](http://agency.governmentjobs.com/roundrock/job_bulletin.cfm?JobID=237702)