

Employer:	City of Longview
Job Title:	Purchasing Agent
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	
Salary Range:	\$1,997.47 biweekly
Job Location:	Longview, TX
Relevant Work Experience (Time):	2 - 5 yrs
Relevant Work Experience (Education/Position):	Experienced (Non-Manager)
Education Level:	Associate Degree
Job Description:	Plan, coordinate, and supervise the operations and activities of the City's Purchasing Division; oversee and participate in the procurement of municipal equipment and supplies; supervise and coordinate bid processes; prepare, negotiate, and administer purchasing contracts; oversee the City's credit card transactions; manage the disposal of surplus City property; and supervise assigned personnel.
Special Requirements	Bachelor's Degree in Business Administration or related field, and four years experience supervising municipal purchasing operations; OR an equivalent combination of education and experience. Must possess a valid Texas Driver's License. Certification as a Certified Purchasing Manager (CPM) and/or Certified Professional in Supply Management (CPSM) is desirable. All interested applicants must apply through the employer website www.longviewtexas.gov
Contact Person:	Bonnie Newman
Contact Phone:	903-239-5506
Contact Email:	bnewman@longviewtexas.gov
Employer Web Site:	www.longviewtexas.gov
Confirmation	Send a copy of the form data to your own email address.