



CLOSING DATE:
December 12, 2011, 5:00pm

CAREER OPPORTUNITY: Purchasing Agent



The City of Wylie (pop, 44,000) seeks a seasoned Purchasing Agent for our award-winning city. This position is open for the first time in 24 years due to an impending retirement in January, 2012. Located outside of Dallas, Texas between the cities of Plano and Rockwall, we strive to be an employer of choice with outstanding benefits and a professional working environment. The City of Wylie was recognized in 2005 by the Dallas Business Journal as one of the top “Best Places to Work” in D/FW and received the #19 out of 100 ranking for “Best Places to Work” by the Dallas Morning News in November, 2011.

JOB SUMMARY: Under the general direction of the Director of Finance, the Purchasing Agent is responsible for the performance of all centralized purchasing functions necessary for the procurement of supplies, equipment and services for all City departments. Purchasing is a one-person division.

GENERAL JOB FUNCTIONS INCLUDE: Development, implementation and enforcement of purchasing procedures while staying up-to—date on all purchasing methods, laws and regulations. Identification of prospective vendors for specified materials/services. Solicitation of verbal or written price quotations for minor purchases. Preparation of specification/contract documents and solicitation of competitive sealed bids or proposals for major purchases. Preparation of recommendations to Council for award of bids. Coordination/expediting delivery/completion of materials/services. Coordination of surplus property disposal. Assist Finance staff and other departments with preparation and administration of annual operating budget as well as preparation of purchasing division budget. Management of telecommunications systems, including cellular and paging systems. Coordination of maintenance and repair of office machines, systems and equipment. Management of property and liability insurance coverages, including coverage procurement, processing of loss-damage reports and review/disposition of tort claims and litigation. Administration of risk management programs.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

Bachelor’s Degree in Business Administration or related field. Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), and/or Certified Professional Public Buyer (CPPB) designation required or to be obtained within two years of employment. Five years of increasingly responsible experience in public purchasing required with two years supervisory experience preferred. Knowledge of principles and practices of purchasing, budget and accounting procedures and practices. Knowledge of types of supplies, materials and equipment commonly used by municipalities. Knowledge of current state laws pertaining to municipal purchasing in Texas.

WAGE: \$56,863.76 per year plus car allowance and cell phone allowance. This is a salaried position.

TO APPLY: Visit our website at www.wylietexas.gov to print an application or call 972-516-6040 to receive an application by mail. Mail or hand deliver your application, resume and cover letter to: Human Resources, City of Wylie, 300 Country Club Road, Wylie TX 75098. If you have questions or would like additional information, please call 972-516-6040.