

Employer:	City of Georgetown
Job Title:	Purchasing Manager
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	TBD
Salary Range:	\$59,264 - \$77,607 Annually DOQ
Job Location:	Georgetown, Texas
Relevant Work Experience (Time):	5 - 7 yrs
Relevant Work Experience (Education/Position):	Manager (Staff Supervisor)
Education Level:	Bachelor's Degree
Job Description:	<p>Directs overall operation of City Purchasing; includes overseeing the purchasing process and warehouses. Researches and conducts formal bidding for products and services within proper State law and other guidelines.</p> <p>Special Requirements: Bachelor's degree in business or a related field and five to eight years of experience in governmental purchasing, at least two of which involved supervision. Certificates/Licenses Required: Certified Public Purchasing Buyer Certificate or equivalent required; Appropriate Texas driver's license or available alternate means of transportation.</p> <p>Closes: 5/23/2010. City of Georgetown On-Line Application REQUIRED. For additional information and to apply, please visit: www.georgetowncareers.org</p>
Contact Person:	Human Resources
Contact Phone:	(512) 868-9675
Contact Email:	hr@georgetowntx.org
Employer Web Site:	www.georgetowncareers.org