



## City of Maryville

**Position Title:** Purchasing and Contracts Manager

**Position Type:** Full-time; Exempt

**What we offer:** Excellent benefit package includes health, dental and vision insurance, life insurance, retirement pension with Tennessee Consolidated Retirement System, Section 457 plan, Roth IRA, and 24 hour access to onsite fully equipped fitness center.

**Deadline to apply:** Initial review of applicants will March 24, 2023. The position is open until filled. Applications are available at the City of Maryville Municipal Center, Human Resources, 400 W. Broadway or on our website [www.maryvillegov.com/jobs.html](http://www.maryvillegov.com/jobs.html). In addition to the application, applicants should submit a resume and cover letter.

### About This Opportunity:

Performs difficult administrative work planning and directing the purchasing and contracting of City services, supplies, materials and equipment, maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Financial Services Deputy Director. Continuous supervision is exercised over the Purchasing Agent, Warehouse/Inventory Coordinator and Warehouse Inventory Technician.

### Essential Functions:

- Manages the process of requisitions for and purchases of goods and/or services for all departments.
- Manages the competitive bid process, formal/informal quotes and contracts by preparing, advertising, analyzing bids; makes recommendations regarding awarding to successful vendor.
- Manages contract process by evaluating, negotiating and executing contracts covering a range of transactions on behalf of the City.
- Provides direction & information to city staff with regard to requisitions, product availability and costs.
- Manages the purchasing process for capital projects and equipment purchase requests.
- Meets with vendors and manufacturers' representatives assessing suitability of their products for use by the City.
- Works with Accounts Payable staff by providing information, documentation and assistance needed to ensure timely payment and management of receipt & completion of Purchase Orders.
- Works with City staff & management on daily basis
- Prepares a variety of reports, records for audit and other types of correspondence.
- Manages the sale of surplus equipment on behalf of the City.
- Researches to maintain new sources of supply for goods and services as time permits;
- Creates Council documents and provides information to City management and City Council, as required.
- Provides supervision to and coordinates the work of the Purchasing Agent, Warehouse/Inventory Coordinator and Warehouse Inventory Technician.
- Coordinates Municipal Center maintenance with Facilities Manager.

### **Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of laws, regulations, purchasing methods, contracting, source selection, competitive bidding, negotiation, transportation, quality assurance, contract administration, tracking, and inventory management.
- Thorough knowledge in preparing reports and other types of correspondence.
- Thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the City.
- Comprehensive knowledge in the use of standard office equipment and associated software.
- Ability to write clear and concise contracts and specifications.
- Ability to express ideas clearly and concisely, orally and in writing; ability to write precise specifications, and understand technical papers.
- Ability to make arithmetic computations.
- Ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.
- Ability to make fair and ethical decisions as it relates to the job and City as a whole.
- Ability to establish priorities in terms of work flow.
- Ability to establish and maintain effective working relationships with associates, vendors and the general public.
- Ability to obtain thorough knowledge of City Purchasing Policy and other City policies and procedures.

### **Education and Experience**

Bachelor's degree with coursework in business, public administration, or related field and considerable experience in purchasing, contracting, marketing, business principles, or equivalent combination of education and experience.

### **Special Requirements**

Possession of an appropriate driver's license valid in the State of Tennessee.

### **How to Apply:**

A City of Maryville employment application is required for consideration. An electronic application is available on our website, [www.maryvillegov.com/jobs](http://www.maryvillegov.com/jobs). Paper applications are available in Human Resources located on the upper level of the Maryville Municipal Building, 400 W. Broadway Ave., Maryville, TN 37801. Please submit your application, resume and cover letter by email to [humanresources@maryville-tn.gov](mailto:humanresources@maryville-tn.gov), by fax to 865-273-3434 or in person in Human Resources.

*City of Maryville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*