



CITY OF HAMILTON, OHIO
invites applications for the position of:

Purchasing Coordinator

SALARY: \$27.97 - \$35.56 Hourly
\$4,848.13 - \$6,163.73 Monthly
\$58,177.60 - \$73,964.80 Annually

OPENING DATE: 05/28/21

CLOSING DATE: 06/11/21 11:59 PM

GENERAL DESCRIPTION:

The City of Hamilton is an EEO & AAE. Minorities and women are encouraged to apply.

To perform a wide variety of administrative and analytical duties in the purchasing and contracting of services, public improvements, materials, supplies and equipment for the Purchasing Agent relating to initiatives that support the City's strategic plan and key division administrative functions. Receives general direction from the Purchasing Agent and other Finance Senior Staff. Exercises direct supervision over Stores division staff.

ESSENTIAL JOB FUNCTIONS:

- Research, identify, develop and recommend to City management methods of purchasing, stocking, reordering and delivering supplies and materials, with the objectives of operational cost reduction, and service and efficiency improvements.
- Plan, organize, and implement strategic inventory initiatives which optimize stock levels and delivery of essential goods for all City departments; assures accuracy of records of stock on hand.
- Monitor performance of inventory initiatives.
- Plan and manage the disposition and disposal of surplus property at the direction of the Purchasing Agent in accordance with policy and procedures.
- Recommend and manage budgets for Stores Division.
- Train other users of the purchasing and inventory management system
- Develop and administer special projects as assigned.
- Review and approve purchase orders on behalf of Purchasing Agent within established dollar thresholds or as limited by City policy.
- Maintain sound records management procedures for contract, bid, and solicitation files. Adhere to records retention schedules; ensure that division employees follow established filing procedures.
- Assist in the development of a database of division contract, bid and other solicitation files; train staff on use of database.
- Assist and respond to public records requests that are directed to the Purchasing Division in accordance with City Policy.
- May participate in recording, tracking and assessing proposed legislation affecting various division programs.
- May assist in the development or modification of computer applications and software which support division activities.
- Perform related duties and responsibilities as required.

SKILLS/KNOWLEDGES/ABILITIES:

- Knowledge of operational characteristics, services and activities of a purchasing and contracts organization.
- Management and analytical skills to assess programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of public relations.
- Advanced principles of inventory management and control disciplines, methods and practices.
- Computerized inventory record keeping systems.
- Public purchasing laws, regulations and practices related to bidding and contracting.
- Principles and practices of a records management program.
- Basic principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.
- Ability to learn technical government purchasing-related statutes. Interpret, apply, explain, and enforce applicable laws, codes, regulations, policies and procedures. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Ability to use initiative and independent judgment within established guidelines. Analyze processes and problems, identify alternative solutions, project consequences of proposed actions, recommend best options and implement approved solution in support of goals.
- Establish and maintain effective working relationships with those contacted in the course of work including City, community groups, and the general public.
- Communicate clearly and concisely, both orally and in writing. Models core values by being honest, respectful and positive; continuously demonstrates the core values of the City; supervisor actions are collaborative whenever possible and intended to grow the City's capacity at an individual, unit, division and/or departmental level.
- Manages Performance - Takes responsibility for own and direct reports, by setting clear goals and expectations, tracking progress against the goals, ensuring regular feedback, and addressing performance problems and issue promptly.
- Decisiveness - Willingness to make difficult decisions in a timely manner.
- Developing and Empowering Others - Willingness to delegate responsibility; coaching assigned employee to develop their capabilities.
- Facilitating Partnerships - Builds community and partnerships both inside and outside the organization.
- Forward Thinking - Anticipating the consequences of situations and decisions; taking appropriate action to be prepared for possible changes.
- Providing Support - Provides the tools and creates a supportive environment that allows others to successfully complete their work.

TRAINING/EDUCATION/QUALIFICATIONS:

Minimum Qualifications:

- Two (2) years of highly responsible purchasing experience.
- Bachelor's degree from an accredited college or university with major in Procurement, Supply Chain/Operations Management, Business Administration, Public Administration, or a closely related field.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hamilton-city.org>

Human Resources Department
 345 High Street - 3rd Floor
 Hamilton, OH 45011

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