



Purchasing Coordinator

Salary:	\$51,163-\$61,907/annually DOQ	Opening Date:	2/14/2019
Status:	Full-time	Closing Date:	2/28/2019
Work Hours:	M-TH 8-6; F 8-noon	Department:	Finance
Work Location:	South Jordan City Hall	Supervisor:	Associate Director of Finance

Special Notes: *Please review the job description for a complete list of essential job functions*

THE PURPOSE

Perform para-professional and routine administrative duties; prepare and maintain purchasing records for the city, provide purchasing training, oversee and coordinate the City's purchasing services, sale of surplus City property, and maintain the City's purchasing system as well as monitor contracts & the City's project expenditures.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Bachelor's Degree from a regionally accredited college or university with major course work accounting, finance, business administration, or other closely related field;AND
 - B. Two (2) years relevant accounting and procurement experience, preferably with a municipality;
2. Special Qualifications:

Certified Purchasing Professional (CPP) and/or other purchasing certifications are desired.
Familiarity with RFP, bid, quote, and award procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Principles of purchasing and accounting; relevant statutes and ordinances; cost benefit analysis; cost comparison analysis; correct English usage, vocabulary, and arithmetic. General knowledge of Federal, State, and local laws pertaining to purchasing.

Ability to operate a personal computer, Microsoft products, and have the ability to learn the software system(s) used by the City.

Find, organize, and analyze information or data. Weigh the relative costs and benefits of a potential action. Communicate information and ideas clearly, and concisely, in writing and/or verbally; read and understand information presented in writing and/or verbally.

Ability to follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems; work independently with little supervision; negotiate effectively with business vendors.

BENEFITS

- Health benefits including medical, dental, vision, and term life insurance
- Accrued vacation and sick leave
- 401(k) or 457 retirement match
- Pension through Utah Retirement Systems
- Tuition Reimbursement
- Fitness Center Membership

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at jobs.sjc.utah.gov. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability