



CITY OF PORTLAND
invites applications for the position of:
Purchasing Manager

SALARY: \$7,356.00 - \$9,796.00 Monthly

OPENING DATE: 02/08/16

CLOSING DATE: 02/19/16 04:30 PM

THE POSITION:

This recruitment will remain open until 75 applications have been received or until the posted closing date, February 19, 2016, whichever comes first.

Applications received after the 75 application limit has been reached will not be included in this recruitment process.

The Purchasing Manager is a single-position within the City and is responsible for managing, directing and integrating procurement and contractor development programs as they relate to a wide range of goods and service procurements for City bureaus. The Purchasing Manager fills the Central leadership role that provides direct supervision of four Procurement Supervisors, an Administrative Assistant, Project Manager Training Program Coordinator and management of 27 employees, including policy development, strategic planning, organizing, supervising and evaluating work assigned to the procurement staff. This position reports directly to the Chief Procurement Officer and is responsible for developing, implementing, and oversight of City procurement policies, processes and programs as they relate to procurement and contracting processes including the City's Social Equity efforts, providing leadership for the professional procurement staff, and interfacing with Council members, City employees, community members, contractors and stakeholders regarding matters that may be sensitive, legally challenging or of political importance.

The Purchasing Manager develops, implements and manages City-wide procurement and contracting processes and procedures in order to effectively and timely complete procurements and contracts in accordance with State law and City Code; organizes manages, directs and participates in business processes including employee movement and organizational decisions, central procurement and contracting support for all City bureaus and organizations; manages and directs the development, implementation and evaluation of work programs, plans, processes, performance quality, systems and procedures to achieve City and bureau goals, evaluates and proposes new procurement programs and processes to improve cost, quality, efficiency and inclusion; protest response development, and provides continued development of procurement policies in support of Council goals and objectives, including those related to D/M/W/ESB and sustainability in City contracting.

TO QUALIFY:

The following minimum qualifications are required for this position:

1. Skilled in the principles, practices, methods and techniques of public purchasing and contracting, including competitive solicitation procedures and contract development.

2. Knowledge of City Code and policies, applicable state laws and regulations governing City procurement activities, including those related to disadvantaged, minorities, women and emerging small businesses.
3. Knowledge of the principles, practices and techniques of contract negotiation and administration.
4. Ability to plan, coordinate, manage and evaluate complex work programs that involve many diverse elements, interests and agencies including implementation of efficient and cost effective procurement and contracting standards, procedures and processes.
5. Understanding of the principles and practices of effective management and supervision, effective business communication, project management, collaborative problem solving and conflict resolution.

Applicants must also possess:

- The ability to successfully pass an in-depth Police background investigation..

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience, as demonstrated in their cover letter and resume are weighted 100%. Only the most qualified candidates passing the cover letter and resume evaluation will be placed on an equally ranked eligible list. You have 14 days from the notice of the examination results to let us know if you disagree with your results. Please read the City of Portland Administrative Rule 3.01 for complete information. **Additional evaluation may be required prior to establishment of the eligible list to complete and/or final selection. Some positions may require those placed on the eligible list to complete and sign a criminal statement before being considered for employment.**

ADDITIONAL INFORMATION:

Application Instructions

Applicants must submit a cover letter and professional resume online, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the following Application Instructions:

Your résumé and cover letter will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.

- Your cover letter should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the numbered items in the "To Qualify" section of this announcement.
- Your resume should support the details described in the cover letter.
- ***If you are requesting Veteran's Preference, as identified below, please describe in your cover letter any transferrable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.***
- Your résumé and cover letter should be no more than a ***total of four (4) pages combined.***

Applications for this position will be accepted, on-line, until 75 completed applications have been received, but will close no later than 4:30 pm, on Friday, February 19, 2016, whichever comes first.

Applications received after the 75 application limit has been reached will not be included in this recruitment process. E-mailed and/or faxed applications will not be accepted. Please note, all applications must be submitted via the City's online application process.

If you are requesting [Veteran's Preference](#), attach a copy of your DD214 / DD215 and / or Veteran's Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for.

Veteran's Preference documentation must be submitted no later than 4:30 PM on the closing date of this recruitment.

Non-citizen applicants must be authorized to work in the United States at time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below No Later Than the Closing Date of This Announcement.

Questions?

Teresa Dahrens, Senior Human Resources Analyst
Bureau of Human Resources
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(503) 823-4516

An Equal Opportunity / Affirmative Action Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.portlandoregon.gov/jobs>

1120 SW 5th Ave, 404
Portland, OR 97204
503-823-3572

Position #2016-00100
PURCHASING MANAGER
TD