



**Naperville**

**EXTERNAL**

**EMPLOYMENT OPPORTUNITY**

**Job Title:** Procurement Officer

**Closing Date:** When Filled

**Salary:** \$51,679 - \$66,644 (commensurate with experience)

**Job Type:** Full-Time

**Location:** Naperville Municipal Center, 400 S Eagle St, Naperville, Illinois

**Department:** Finance Department

**Job Description:**

The Procurement Services Division of the City of Naperville Finance Department is seeking a full-time Procurement Officer to consult with client departments to identify best methodologies to achieve strategic goals and add value through the sourcing and purchasing of goods and services. The Procurement Officer reviews, develops and consults with departments on technical specifications of products and services desired, performing specialized work such as locating sources of supply, interviewing prospective suppliers or bidders and negotiating contracts and other agreements.

**Responsibilities:**

Some of the key responsibilities of this position include:

- Needs assessment and statistical analysis of market conditions to define requirements and determine contractual procedures which follow the City's purchasing procedures and meets legal requirements for both formal and informal purchases.
- Develop and prepare formal solicitation packages including review of technical specifications, conducting research and recommending changes as needed.
- Conduct follow-up with vendors before and after contract award.
- Evaluate options and recommend awards of contracts to direct supervisor.
- Represent Procurement Services Team at various organizational and public meetings.
- Train departments in procurement policies and procedures as well as computer software functions relating to the purchasing/inventory and purchasing procedures.

**Qualifications:**

- Bachelor's degree *preferred*. An Associate's degree with equivalent experience in procurement can be substituted.
- Minimum of three years purchasing experience, municipal experience *preferred*, or a Graduate degree in Supply Chain Management, Business, Law, Engineering or related field.
- Certified Public Procurement Officer (CPPO) or Certified Public Procurement Buyer (CPPB) *preferred*.

**Additional Information:**

The City of Naperville, Illinois is a dynamic community of 146,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

**APPLY ON-LINE AT:**

<http://www.naperville.il.us/careers/>

**THE CITY OF NAPERVILLE IS AN E. O. E.**

**The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.**