



Employment Opportunity

for

Procurement Officer

Finance Department

Manages the centralized procurement process for the City of Wheaton including but not limited to: public bidding; contract administration; procurement of materials and services; and fiscal analysis to ensure the efficient use of City funds.

Essential Job Functions:

Essential duties and responsibilities may include, but are not limited to, the following:

- Evaluates City purchasing operations and activities and makes recommendations regarding the Purchasing Policy to achieve improvement in quality and quantity of services to all departments while maintaining appropriate internal controls and cost-effectiveness.
- Designs, implements, monitors and updates the procedural manual, purchasing forms, programs, procedures and systems.
- Oversees the City's purchasing functions; provides training and guidance to Departments on all aspects of purchasing goods and services.
- Advises and consults with Departments to identify best methodologies to achieve strategic goals and add value through the sourcing and purchase of goods and services.
- Assists Departments in developing and defining technical specifications of products or services desired, and prepares solicitations for bids (Requests for Proposals, Requests for Qualifications, etc.).
- Assists Department Heads in planning the timely execution of annual or multi-year contracts and prepares necessary procurement and contract documentation.
- Manages the entire bidding process: prepares and publishes bid proposals, schedules and conducts bid openings, prepares bid tabulations, makes recommendations for bid award, prepare and forward contract and required documentation, ensure receipt of signed contract, insurance certificates, performance bonds and issue work may proceed order.
- Researches and recommends sole-source, piggy-back, cooperative and joint purchasing arrangements.
- Negotiates with suppliers; analyzes requests for extensions or amendments to existing contracts and makes recommendations of approval or alternative solutions to management.
- Evaluates vendor performance and reliability as to price, quality and delivery. Responsible for handling any non-performance issues with vendors.
- Reviews and approves purchase orders for completeness of data, compliance with City policies, and availability of funds.
- Administers contracts and blanket purchase orders for purchases of supplies, equipment and materials.
- Assist with the management of the Procurement Card program.
- Compile and maintain statistical data related to purchasing; prepare a variety of reports as needed.

- Responsible for updating content for the Purchasing Department on the City's website and DemandStar.

Qualifications: Bachelor's degree and 3-5 years experience in Purchasing/Procurement related field.

Salary: Starting salary is dependent on qualifications. An excellent benefits package is also offered, including participation in Illinois Municipal Retirement Fund (IMRF).

To Apply: Interested candidates should submit a completed application and/or resume to: City of Wheaton, Human Resources, 303 W. Wesley Street, Wheaton, IL 60187 or to careers@wheaton.il.us.

The City of Wheaton is an Equal Opportunity Employer