

# ***Ouachita Parish Police Jury***

## ***JOB OPPORTUNITY ANNOUNCEMENT***

<b>POSITION:</b> Purchasing Manager	<b>OPENING DATE:</b> February 5, 2018
<b>SALARY:</b> starts at \$ 35,343.56	<b>APPLICATION DATE:</b> Until Filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

### **DUTIES:**

Under general direction, is responsible for personally obtaining prices and bids, preparing tabulations or prices and writing purchase order for materials, supplies and equipment; and performs related work as required. Supervises Purchasing and Courthouse Maintenance personnel. This work is of considerable difficulty. Incumbent must comply with bid laws and Police Jury policy in purchasing all equipment and parts. Work involves meeting with sales representatives for companies. All purchases are submitted to Police Jury for approval. Incumbent responsible for insuring that purchases are within approved budget.

### **EXAMPLES OF WORK:**

Performs skill work to include: securing and comparing information regarding price, quality, availability of materials, supplies and equipment; expediting purchase orders and contracts on materials, supplies and equipment; prepares formal purchasing records and reference files; reviewing and evaluating new products; preparing purchasing specifications; and following up concerning complaints. This is a professional level position requiring experience in public or private volume purchasing. Performs duties related to the supervision of Purchasing and Courthouse Maintenance personnel.

### **QUALIFICATIONS:**

Training and Experience: Completion of two (2) years of college with courses in purchasing, accounting, economics, and business management and six (6) months experience in purchasing field OR two (2) years of experience in purchasing.

Knowledge, Abilities, and Skills: Considerable knowledge of State and local laws and policies dealing with public purchasing and good knowledge of management techniques. Ability to supervise and train Account Clerks. Ability to communicate orally and in writing with recommendations to Police Jury and employees.

### **BENEFITS:**

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

### **HOW TO APPLY:**

Applications must be submitted on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury  
Personnel Office  
300 St. John Street, 2nd Floor  
Telephone: 318-327-1340**

**Equal Employment Opportunity Employer**