



*The City of Colton
invites your interest for the position of Purchasing Manager*

The Position

Under direction of the Management Services Director, supervises and participates in the purchasing of commonly used materials, supplies, equipment and services required by the various departments and divisions throughout the City; ensures that proper purchasing methods are practiced; prepares and maintains appropriate work records which may include requests for proposals, purchase orders, inventories, and other documents; and serves as a technical resource for City management and employees.

Education/Experience

A minimum of four years of professional purchasing experience. In addition, the candidate must possess a bachelor's degree in Business Administration, Marketing, Accounting or a related field. A CPM certification is highly desirable.

Knowledge

- Principles and practices of purchasing administration and inventory control for a government agency.
- Applicable Federal, State, and local laws, codes and regulations.
- Methods and techniques of statistics and basic report preparation and writing.
- Market conditions, current prices, trade names and brands relating to purchasing for a municipality.
- Sources and types of materials, equipment and supplies used by a municipality.
- Sources of supply and methods of securing competitive bids.

Compensation & Benefits

The compensation for the Purchasing Manager is \$5,875 to \$7,141 per month. Standard benefits include:

- Retirement - CalPERS 2.7% at 55; City pays 4% of 8% employee cost
- Cafeteria Plan - Generous allowance to purchase medical, dental, vision or supplemental insurance
- Life Insurance - City paid coverage of \$50,000
- Holidays - 12 per year
- Administrative Leave - 80 hours/fiscal year
- Sick Leave - 96 hours/fiscal year
- Vacation - 80 hours/fiscal year
- Additional benefits such as short & long term disability, deferred compensation, and tuition reimbursement are provided.

Application Process

Qualified candidates are invited to apply for this outstanding career opportunity. To be considered for the position, please submit a cover letter with a City application and resume detailing your related background, education and experience with salary history and three references to:

**Human Resources Department
552 N. La Cadena Dr
Colton, CA 92324
(909) 370-5062**

The position is open until filled. Interviews will be held when a sufficient number of qualified applications have been received.

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the US by providing required documents. THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. We will attempt to reasonably accommodate applicants with disabilities upon request.