

PURCHASING OFFICER



CITY OF AUSTIN, TX

124 West Eighth Street, Suite 308
Austin, TX 78701





About Austin

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities was selected as the "Best City for the Next Decade (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and #1 on the "On Numbers Economic Index" as the fastest growing economy. Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula I and being home to companies such as Apple, Samsung, Dell, and Seton Healthcare. From the home of state government and the University of Texas, to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. Since 1900, Austin's population has doubled every 20 years.

Austin City Government

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The Austin City Council is elected at large by the voters of the city. Each member serves a staggered three-year term. The City is in the process of transitioning to a 10-1 structure. The Council will be elected from 10 single member districts, with the mayor at large. The Mayor and Council Members may serve in their respective seats for a maximum of six years or two consecutive terms.

The City Council appoints the City Manager, who is the chief administrative and executive officer of the city. The City Manager has responsibilities for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on budget, programs, policies, and services. The City Manager implements the organization's administrative responsibilities with a strong team of Assistant City Managers and the Austin Energy General Manager. The City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. The organization's vision is to make Austin the most livable city in the country and the City Manager's resolve is to make it the best-managed city in the country.

The Position

Under the general direction of the Financial Services Director, this position administers citywide procurement activities related to the purchase of capital equipment, goods, and services for the City of Austin required to support City operations, along with contract development and administration. Oversees the development and implementation of the procurement aspects of the citywide financial system. Related responsibilities include administering the City's inventory and surplus operations. Manages and directs staff performing duties related to the above.

Duties and Functions

- Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.
- Directs citywide procurement activities related to the purchase of capital equipment, goods, and services for the City of Austin required to support City operations.
- Establishes and monitors new or improved administrative and purchasing procedures to maintain economy and efficiency of operation;
- Directs the planning, organization, and activities of citywide inventory management and warehousing, fleet acquisition, and contract development and administration.;
- Prioritizes and directs development, implementation and enhancement of the City's automated financial system as it relates to purchasing.
- Oversees citywide training activities on the procurement and financial aspect of the City's automated financial system.
- Presents recommendations on purchases requiring management and/or City Council approval;
- Structure, plans and coordinates high profile and complex procurement projects;
- Provides procurement expertise at City council sessions, Council committee and citizen committee meetings;
- Evaluates and implements internal and external audit recommendations and provides feedback to management on results;
- Provide oversight and direction to the Division's annual operating program budget for submission to the City Management.
- Provide oversight and direction to the development of short and long term planning goals and objectives for the Division.
- Maintains liaison with purchasing representatives of other public jurisdictions to join in cooperative buying; provides liaison between vendors, contractors, and City department officials.
- Communicates with all City departments to determine changing needs and problems, coordinates departmental activities and explains departmental policies;
- Hire, evaluate, recommend termination for employees
- Perform disciplinary actions when required
- Administer Success Strategy Performance Reviews (SSPR's)
- Establish expectations and counsel employees on their performance
- Train or arrange for training of employees as applicable
- Utilize available methods of reward and recognition whenever possible



Knowledge, Skills and Abilities

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Procurement methods and procedures of a large scale centralized purchasing function including buying, quality assurance, inventory management and controls, contract administration and contract law.
- Computerized procurement and inventory management systems.
- Municipal finance administration, accounting principles and practices.
- Laws, ordinances, rules, regulations and policies governing the purchasing of commodities and services for the City.

Ability to:

- Interpret and make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the City.
- Prepare difficult and complex financial and administrative reports
- Exercise good judgment.
- Work cooperatively with other agencies and vendor, employees, City management, department heads and elected officials.
- Supervise a diverse work group of professional, technical and support personnel.

Skill in:

- Planning and implementing technological change and automation.
- Effective oral and/or written communication

Ideal Candidate

Qualified candidates should have a Bachelor's degree from an accredited college or university with major course work in Business, Public Administration, Finance, or a closely related field. The ideal candidate will be a highly motivated, detail-oriented individual with a minimum of five years of progressively responsible procurement management experience, including three years in a supervisory/management capacity for a government agency (preferably municipal). A related Master's degree may substitute for one (1) years of the required non-supervisory/management work experience.

Ideal Candidate Cont..

The ideal candidate will be a professional leader who inspires the staff to achieve excellence who must exhibit strong coordination and relationship-building skills in working with the entire organization to set a positive example of competence, professionalism, customer service and work ethic for the organization. Effective communication along with strong collaboration, negotiation, and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The City of Austin is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

How to Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: AUSPO

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