

Taney County Commission is now accepting applications for the following job. The deadline is Friday, June 17<sup>th</sup> at 5:00 p.m. Resume's may be mailed to P.O. Box 1086, Forsyth, Missouri, 65653, or emailed to [commission@co.taney.mo.us](mailto:commission@co.taney.mo.us) or dropped off at the Commission Office, 132 David Street, Forsyth, Mo.

**POSITION: Director of Purchasing**

**REPORTS TO:** Taney County Commission

**SUMMARY:** Plans, organizes and directs all purchasing operations for Taney County, coordinates with all departments for procurement of goods and services, and ensures that procurement policies and regulations are observed while achieving departmental goals.

**PRIMARY RESPONSIBILITIES:**

1. Plans, organizes and directs the overall operations of the Purchasing Department, including monitoring expenditures.
2. Develops, maintains and implements Purchasing policies and procedures.
3. Oversee all purchasing operations within Taney County.
4. Coordinates with other departments to develop bid specifications for securing equipment and services.
5. Solicits and analyzes bids and awards.
6. Maintain an up to date vendor database.
7. Provide training for departments and confer on specific purchasing issues.
8. Participation in additional projects and tasks, as assigned by the Taney County Commission.

**CRITERIA/SKILLS REQUIREMENTS:**

1. Knowledge of County, State and Federal statutes, codes and regulations relating to procurement.
2. Excellent time management and organizational skills.
3. Minimum five years purchasing experience; prior governmental setting is helpful.
4. Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) beneficial but not required.

**SALARY:**

\$35,000 - \$40,000 DOE/DOQ

**EOE**