



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Procurement Manager

LOCATION: General Services – Procurement

OPENING DATE: November 20, 2024

CLOSING DATE: Until Filled

JOB NUMBER: JN24-90GS

CLASS CODE: 0221

SALARY RANGE: DOQ with *excellent benefits package*

FLSA STATUS: Exempt

PRIMARY FUNCTION: The purpose of this classification is to provide general supervision in the planning, directing, and coordinating of the professional, technical and clerical staff engaged in procurement activities related to purchasing and contract administration for the Town of Collierville.

QUALIFICATIONS: Bachelor's degree in Public or Business Administration, Business Law, Finance, Purchasing or a closely related field; supplemented by six (6) years progressively responsible experience and/or training in a professional or municipal purchasing setting at least one (1) of which must have been at a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: Requires a valid Motor Vehicle Operators License.

NOTES: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.