

Contracts Administration Specialist:

Individual will be responsible for executing all aspects of formal and informal procurement and contracting activities related to the acquisition of goods, commodities, chemicals, equipment, and services across Charlotte-Mecklenburg Utilities divisions. Position will provide procurement and contracting expertise and consultation in support of all procurement needs and requirements for the department, while ensuring application and compliance with state and local guidelines and statutes, as well as best business practices. This position requires in-depth knowledge and hands-on experience with the procurement of a wide variety of commodities, equipment, and services.

Minimum Qualifications:

Requires a four year degree preferably in accounting, business administration or related field, plus two years experience in purchasing a variety of materials and services. Excellent organization and reasoning skills required, as well as the ability to communicate effectively both verbally and in writing. Must be able to work effectively with internal customers, as well as the vendor community. Previous experience with a government entity, preferably within the state of North Carolina, is highly desired. Professional certification, i.e. C.P.M., CPPO, or CPPB is required.

Salary Range: Negotiable.

This position will remain Open until filled.

How to Apply: Applications for this job must be submitted online at www.charmeck.org.

Conditions of Employment:

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam and other evaluation. Criminal conviction checks are required on final internal and external candidate(s) applying for positions with the City of Charlotte.

The City of Charlotte is an Equal Opportunity Employer.