



Job Announcement

Date Open: July 14, 2010

Date Closed: Open until filled

Work Location:

235 Government Center Drive
Wilmington, NC 28403

WAGE/SALARY RANGE:

Salary Hiring Range: Grade 21E
\$53,368- \$64,000

Competitive benefit package
provided with inclusion in the NC
Retirement System.

HOW TO APPLY:

All applications must be signed and submitted to the Human Resources office at 235 Government Center Drive, Wilmington, NC 28403 by the closing date on this job announcement. Applications not signed with hand written signatures will not be considered. Educational transcripts or copy of degree/diploma must accompany all applications. Applications may be hand delivered, emailed as a scanned Word attachment, faxed or mailed. Resumes' may be submitted with the application. Fax #910-332-6351. Visit website for more information. Employment applications may be downloaded at www.cfpua.org and emailed.

P: (910) 332-6570
F:(910)332-6351

Equal Opportunity Employer

Job Title: Procurement Manager

This position is responsible for leading and directing the Authority procurement process and supervising staff.

Department:Finance

Position Number:45

Vacancy Number: FIN072010-6

Experience/Skills Requirments:

Supervises staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, and assisting in the hiring, and disciplinary recommendations for the staff; recommends to the CFO & Chief Administrative Officer a sound procurement policy and process for the Authority; trains Authority managers and employees on the process to follow when procuring equipment, services, supplies, etc.; enforces the strict adherence to the procurement policy across the entire Authority; oversees the Authority formal bid process to include writing specifications, evaluating bids; negotiating terms, conditions and schedules; and, preparing contracts. Works closely with the Authority legal counsel to ensure that Authority bid documents and contracts are clear and can be effectively enforced; supervises the procurement activities of the Authority to ensure that they meet or exceed state requirements. Advises the CFO & Chief Administrative Officer of new state procurement requirements and develops revised procedures which comply with the new requirements; assists project managers and division staff in enforcing contracts, and resolving noncompliance's and disputes; oversees the disposal of obsolete or excess equipment or supplies; monitors the marketplace to assist the Authority in obtaining the most qualified and cost-effective contractors and/or suppliers to include outsourcing of services and supplies; recommends policies, procedures and process improvements in all Authority activities to improve productivity and efficiency; Local Government Purchasing preferred; performs other related duties as assigned.

Educational Requirements:

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field; experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service; possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

Attn: CFPUA Human Resources or E-mail to: employment@cfpua.org

*CFPUA is not responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Visit website for more information and application: www.cfpua.org