

# PROCUREMENT MANAGER PURCHASING OFFICE



## **BECOME A PROCUREMENT MANAGER FOR THE CITY OF AUSTIN**

The Purchasing Office of the City of Austin seeks an innovative and dynamic individual to lead a team of motivated procurement staff servicing Austin Energy the nation's 8th largest publicly owned electric utility. This position will manage a team of thirteen (13) professional staff and will report to one of the Deputy Procurement Officers.

The City of Austin employs almost 14,000 employees and consists of over 40 departments. The City of Austin operates as a City Manager form of government. The Purchasing Office operates under Financial Services and is comprised of 247 employees.

Austin, ranked by Forbes as one of the "Best US Employers, is a community of leaders and innovators that pairs forward thinking values with an adventurous Texas spirit. Come join our community and help us realize our vision of making Austin the most livable city in the country.



### **THE PURCHASING OFFICE**

The Purchasing Office is responsible for managing the procurement of goods and services for all City of Austin operations, while ensuring compliance with Federal, State, and Local Laws. Our approach is to find the right goods and services in the right quantities at the right time to assure the efficient and effective support of the City's departments, and through them, the citizens of Austin.

### **THE AUSTIN ENERGY PROCUREMENT TEAM**

The Austin Energy Procurement Team manages the procurement process for Austin Energy. The team utilizes various procurement methods including traditional Invitation for Bids, Request for Proposals and Requests for Qualifications, as well as the use of cooperative and intergovernmental contracts and negotiation of IT and specialized procurements. The section is responsible for the procurement from solicitation to award, and is also responsible for Recommendation for Council Action (RCA) preparation, resolution of vendor protests, and solicitation debriefs. This team interacts regularly with various internal and external stakeholders.

### **THE POSITION**

The position requires graduation from an accredited four-year college or university with a degree in Business or Public Administration, or related field plus six (6) years of experience in a related field, of which two (2) years were in a supervisory or managerial capacity. A Master's Degree may substitute for required experience up to two (2) years. Apply online at [www.austincityjobs.org](http://www.austincityjobs.org)

### **COMPENSATION**

The compensation and benefits for the Procurement Manager position offer a competitive salary depending on qualifications and an excellent benefits package:

- ◆ Retirement with the City of Austin Employee's Retirement System—[www.coaers.org](http://www.coaers.org)
- ◆ Health, dental, vision and life insurance (City pays employee coverage only, employee pays dependent coverage) - <http://www.austintexas.gov/departments/active-employee-benefits>
- ◆ Deferred compensation—[www.dcaustin.com](http://www.dcaustin.com)