



Job Title: Purchasing Systems Manager

Department: Materials Management
Reports To: Director, Materials Management
Grade: BG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: November 1, 2014
Overtime Status: Exempt

Position Summary: Management of Purchasing and Inventory modules of the Munis financial system, lead Purchasing training team, perform technology buying functions

Minimum Qualifications:

- Bachelor's Degree in management, business or related field.
- Five years of purchasing experience.
- Purchasing certification preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage Purchasing and Inventory modules of the Munis software.
- Lead the Purchasing training team.
- Manage training offerings/content.
- Handle buying responsibilities for technology commodities.
- Develop and manage system integration projects for Purchasing .

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- MS Office.
- Munis

Supervisory Responsibility:

- 1 (Inventory Analyst).

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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