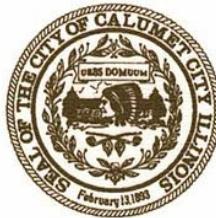


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



**Thaddeus M. Jones**  
*Mayor, City of Calumet City*

**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## OPEN POSITION PURCHASING MANAGER

### **JOB SUMMARY**

This position is responsible for purchasing, negotiating contracts, formulating, and creating best policies, with vendors and clients alike, developing cost reduction strategies; savings plans and implement purchasing and contract management instructions. In addition, you must be able to prepare bid awards required for board approval. The ideal candidate must also efficiently direct, coordinate and track activities of personnel approved for buying, selling, and distributing materials, equipment, machinery, and supplies. Major components of this job are: Conflict Resolution and Negotiations, resolving complaints, settling disputes, resolving grievances/conflicts, and negotiating with others; Establishing, Maintaining and Nurturing Relationships, fostering constructive and cooperative working relationships with others for an unspecified amount of time; Communicating with External Vendors, representing Calumet City to customers, the public, other municipalities, government agencies and all other external sources via writing, telephone, or email or video conference; Communicating with Supervisors, Peers and Subordinates, providing current information to supervisors, co-workers and subordinates as needed in written form, telephone, email or video conference; Gathering Information Receiving and obtaining information from all relevant sources. Other responsibilities include but are not limited to: negotiating sales or lease agreements for products and services; preparing financial documents, reports and/or budgets; evaluating data to determine operational or project efficiency; developing operating strategies, plans and procedures; developing and facilitating organizational policies and programs; responding to emails, telephone calls and face to face communication daily.

### **APPLICANT QUALIFICATIONS**

- Must have knowledge of business management fundamentals involved with strategic planning, allocation of resources, leadership styles, production methods, leadership techniques, production processes and excellent coordination of people and resources
- Strong knowledge of the English language in conjunction with meanings, spelling of words, rules of composition content and syntax
- Knowledge of budgetary and economic calculating principles and practices, financial markets, banking, auditing systems, analysis, and reporting of financial data. In addition, knowledge of mathematic applications (algebra, geometry etc.)

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- Working knowledge and understanding of process and procedures for executing excellent customer and personal services. Including but not limited to customer needs assessment, meeting and exceeding quality standards of service and customer evaluation and satisfaction.
- Knowledge of applicable laws, legal codes, government regulations, executive orders, Calumet City rules, policies, and procedures as well as the democratic political process
- Candidate(s) must be kind, respectful and approachable when communicating with all external and internal affiliates. Mayor Jones and his administration are committed to serving and providing residents with the highest standard of dignity and respect
- 3 years' work experience preferred
- Bachelor's Degree in Accounting or similar field preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).