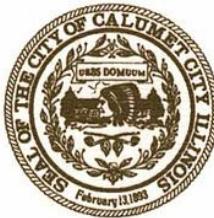


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION PURCHASING PROCESSOR

JOB SUMMARY

This position's primary functions will be to oversee day to day purchasing patterns, managing and documenting requisitions and purchase orders in accordance with Calumet City's codes, policies and procedures. In addition, qualified candidates must establish accurate processing of purchasing transactions to limit errors and achieve above average compliance while focusing on costs savings in the process. As Purchasing Processor one must have knowledge and understanding of business and management principles related to strategic planning, allocation of resources and human capital; understand human patterns and behavior; use logic and reasoning to recognize strengths and weaknesses of various solutions or resolutions to problems; construct new ideas and thought processes along with effective communication; escalate non-routine issues to supervisor that cannot be resolved in a timely manner; provide customer service support when needed. Tasks and Duties will include, but are not limited to: resolving conflicts disputes and grievances with internal and external associates; developing and maintaining vendor, client and professional working relationships; effectively communicating internally and externally with individuals daily, via text message, email, video conference or in writing; providing accurate and timely updates and information to supervisors, co-workers, subordinates by telephone, email, video conference or written communication; developing operating plans and procedures as well as department policies or procedures as needed/requested; preparing financial documents, reports and budgets.

APPLICANT QUALIFICATIONS

- Proficient understanding of the English language both written and spoken
- Proficiency in economic and accounting principles and practices, financial markets, reporting and analysis of financial data
- Must be kind, respectful and approachable when communicating with all external and internal affiliates
- Must be efficient in various operating and accounting systems (Microsoft Office, Google)
- 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 or **Deanne Jaffrey** at djaffrey@calumetcity.org.

204 Pulaski Road, Calumet City, IL 60409
Office: (708) 891-8113 Fax: (708) 891-0472
ddorchack@calumetcity.org