

Director of Procurement

Salary: \$91,870 - \$99,444

Type: Fulltime

Benefits: Full Benefits

Date Posted: 5/5/2025

About Procurement

The Department of Procurement makes all city purchases and sales, and makes or approves all City contracts. As a vital resource for the City of Salisbury's operations, we provide purchasing services that ensure integrity and fairness, with centralized responsibility for the management and oversight of purchasing solicitation, vendor selection and negotiation, contract award, purchase reporting, and disposal of surplus property for the benefit of City of Salisbury departments.

Profile

Under the general supervision of the City Administrator, directs and coordinates all aspects of the City's procurement processes and performs related work as required. This professional, administrative position will direct, plan and coordinate all activities of the Department of Procurement. This position has oversight for the procurement of supplies, materials, equipment and contracting of services for the City's decentralized procurement function. This position supervises professional, para-professional and administrative support personnel

Education

- Bachelor's degree in finance or business administration.

Experience

- Minimum 8 years of work experience in progressively responsible purchasing and/or contracting positions, with two years supervisory experience OR equivalent training, education, and/or experience.

Requirements/Certifications

Obtain Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), National Institute of Government Procurement – Certified Procurement Professional (NIGP-CPP), Certification in Supply Management (CSM) or Certified Professional in Supply Management (CPSM) designation(s) and maintain throughout employment.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Director of Procurement

Grade: M11

Department: Procurement

FLSA Status: E

Date: 05/05/2025

Position Profile: Under the general supervision of the City Administrator, directs and coordinates all aspects of the City's procurement processes and performs related work as required. This professional, administrative position will direct, plan and coordinate all activities of the Department of Procurement. This position has oversight for the procurement of supplies, materials, equipment and contracting of services for the City's decentralized procurement function. This position supervises professional, para-professional and administrative support personnel.

Position Competencies

Administration/Department Administration: Organizes and efficiently handles activities and assignments. Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects.

- Manages, monitors and evaluates the day-to-day operations of the Department of Procurement including programs, operations, staff oversight, representations, and procurement of goods and services in excess of \$5,000 for all departments.
- Ensures all procurements are processed according to applicable local, state, federal laws, charters, codes, ordinances and regulations.
- Oversees contracting activities from solicitation through contract execution.
- Develops and adopts purchasing regulations and operational procedures as necessary to meet continually varying requirements, with the approval of Mayor and City Council.
- Develops, maintains and enforces procurement policies and procedures.
- Verifies commodity and service quality and quantity of purchases.
- Reviews, negotiates and authorizes all credit applications, purchase agreements and service/supply contracts for the City.
- Prepares contract terms and conditions for use in all City contracts, solicitations, and purchase orders.
- Develops the annual budget request based on needs for the Government Office Building.
- Assists the Executive office with the preparation of formal solicitations in response to project requests.
- Provides oversight of purchase requisition verification and determines priority of purchases.

- Prepares, develops, implements and oversees all policies and procedures necessary for the City's Purchasing Card Program to be compliant with industry best practices and other applicable state and federal laws, rules, regulations and city policies and procedures.
- In support of the Purchasing Card Program, develops and administers quarterly training and unscheduled training to new cardholders, refresher training to existing cardholders and support staff.

Skills Proficiency/Strategic Planning: Proficient in specific learned abilities that are needed to perform tasks. Develops and shepherds comprehensive short- and long-term plans.

- Obtain Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), National Institute of Government Procurement – Certified Procurement Professional (NIGP-CPP), Certification in Supply Management (CSM) or Certified Professional in Supply Management (CPSM) designation(s) and maintain throughout employment.
- Knowledge of budget preparation, maintenance and accounting principles as they relate to procurement.
- Ability to conduct negotiations and interpret contracting requirements and other related legal documents.
- Demonstrates ability to effectively organize work, manage and handle multiple priorities, and complete assigned duties with minimal supervision in a fast-paced environment with many distractions.
- Demonstrates ability to effectively work with sensitive information, maintain confidentiality and provide attention to details.
- Effectively and accurately makes reasonable and logical judgments.
- Thorough knowledge of City of Salisbury's policies and procedures.

Leadership/Team Leader: Maximizes others' efforts through motivation, accountability, vision and strength finding. Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability.

- Leads negotiation teams comprised of technical, legal and fiscal participants.
- Supervises Procurement staff; conducts interviews; hires and trains employees; plans, assigns and directs work; conducts performance appraisals; addresses and resolves personnel complaints.
- Acts as a representative of City of Salisbury to the public.
- Collaboratively works with City departments to apply procurement and contracting strategies and policies appropriate to defined needs.
- Demonstrates ability to effectively function as a team member, and to develop and maintain effective working relationships with co-workers, government officials and the general public, demonstrating diplomacy and professionalism in all situations.
- Demonstrates ability to effectively coordinate, assign and follow-up on delegated duties in order to accomplish division goals and objectives.

Stewardship/Financial: Responsibly manages finances, processes and resources. Prepares and manages capital and operating budgets within established guidelines.

- Manages the City's Purchasing Card Program: oversees and maintains the program's auditing process, including identifying opportunities for continuous improvements; performs transaction, cardholder discrepancy and/or violation audit and reporting to maximize program compliance; serves as the liaison and representative of the program and communicates closely with all internal and external stakeholders regarding updates, amendments or changes to the program.
- Recommends revisions to the Charter and Code of the City.
- Oversees the issuance of purchase orders and awards to vendors for all purchases, subject to approval of relevant authority.
- Supervises and contributes to the preparation of all formal solicitations and departmental reports.
- Prepares requested budget for the Department of Procurement and the Government Office Building.
- Monitors technology offering for software that makes procurement operations efficient or otherwise improved.
- Supervises the sale, trade, transfer, or disposal of all surplus supplies and equipment belonging to the City.

Development/Leadership Development: Provides opportunities to engage in leadership development and learn about career advancement.

- Works on improving supervisory skills by attending relevant meetings and/or workshops.
- Keeps abreast of new processes, potential partnerships, and funding sources by reading articles, local periodicals and attending meetings, seminars and workshops.

Performance Competencies

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree in finance or business administration.
- Minimum 8 years of work experience in progressively responsible purchasing and/or contracting positions, with two years supervisory experience OR equivalent training, education, and/or experience.

Physical Requirements

- Work requires no unusual demand for physical effort.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.