

**Purchasing Manager
Full-time Exempt
Salary Range: \$55,411-\$83,116 (DOQ)**

The purpose of the position is to manage City purchasing and warehousing activities. The position is responsible for staff supervision, policy and procedures, purchasing, warehousing, evaluation, and reports. The position works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

A minimum of four (4) years college preferred and four (4) years' experience as a purchasing manager preferably in governmental environment, or a comparable amount of education and/or experience can be substituted for the minimum qualifications. Paralegal experience preferred. A Certified Public Purchasing Buyer (C.P.P.B.) certification preferred, must obtain within three (3) years of hire. Must submit State of Florida Financial Disclosure Form annually. Must complete the required National Incident Management System (NIMS) training within 6 months of completion of probationary period. Must have or have ability to obtain a valid Florida Driver's License.

A comprehensive job description will be provided upon request.

Please submit applications, resumes and applicable certifications to; Human Resources, City of Mount Dora, 510 N. Baker St., P.O. Box 176, Mount Dora, FL 32757-0176. Fax: (352) 735-9457 or Email: hr@ci.mount-dora.fl.us. You may download an application from our web site at www.cityofmounddora.com. **Internal applications will be accepted until February 10, 2017**

The City of Mount Dora is Equal Opportunity Employer. In Compliance with the Americans with Disabilities Act, the City of Mount Dora will provide accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Mount Dora is a drug-free, smoke-free, EOE.