



**GEORGIA DEPARTMENT OF  
PUBLIC HEALTH (GA)**  
invites applications for the  
position of:

## **Procurement Manager**

# **Georgia Department of Public Health**

---

**SALARY:** \$29,973.63 - \$42,819.47 Annually

**OPENING DATE:** 12/05/17

**CLOSING DATE:** 12/19/17 11:59 PM

### **DESCRIPTION:**

**Location:** District 2 Regional Office, 1280 Athens Street, Gainesville, GA 30507

**Recruitment:** This position is open to all qualified applicants

**Pay Grade:** I

**Position:** 00001633

*In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.*

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

### **JOB RESPONSIBILITIES:**

Under supervision, provides professional level category support in a variety of procurement activities. Provides assistance in on-going category and vendor performance management.

#### **Procurement Manager**

Performs the activities responsible for purchasing, contracts, and asset management. Serves as job expert or organization resource in assigned areas. May supervise and/or direct the work of others.

#### **Purchasing**

- Assures compliance with purchasing laws, storage rules, regulations, and procedures
- Collects bids and may screen to determine most cost efficient
- Coordinates the purchase of equipment, services, and supplies from established vendors
- Processes and checks purchase orders for accuracy, completeness, and clarity
- Engages in receiving, storing, and shipping all types of materials and supplies
- Meets required deadlines for initiating, reviewing, and finalizing purchase orders
- Maintains good relations with suppliers

#### **Contracts**

- Ensures engagement process meets public accountability requirements, competitive bidding and policy requirements
- Works with sponsor department to negotiate and develop a contract that incorporates basic liability protection elements
- Summarizes and points out basic commitments and risks that are assumed when contract is executed
- Monitors and oversees the day to day performance, activities, and requirements; manages operational delivery

- Ensures that invoices are appropriate, consistent with terms of the contract, and are authorized/paid promptly when appropriate to do so
- Communicates with supplier when problems arise; makes initial effort to resolve day to day problems
- Aware of expiry date, works with department in terms of renewal strategies, compliance and succession planning
- Opens and maintains the official file of final executed agreements, along with relevant support documents

### **Asset Management**

- Maintains inventory controls and records
- Screens, receives, stores inventories, and distributes surplus property
- Plans and coordinates all installations, routine maintenance, refurbishing, and overall appearance of the building
- Oversees the security system and fire prevention systems in the building
- Optimizes the use of space and equipment while reducing operating costs
- Handles insurance policies and service contracts

### **MINIMUM QUALIFICATIONS:**

Associate's degree in business administration, public administration or a directly related field from an accredited college or university OR Two years of experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions. Note: Some positions may require certification.

### **ADDITIONAL INFORMATION:**

To be considered for employment at District 2 Public Health you must complete an online application. This job application can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov). Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

All qualified applicants will be considered, but may not necessarily receive an interview. Notifications will be sent only to applicants who are selected for interviews.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at [www.phdistrict2.org](http://www.phdistrict2.org).