

DeKalb County Board of Health

Procurement Officer 2

Position # 10015

(Salary is offered based on Education, Experience and/or Budget)

POSTED: September 30, 2021

DEADLINE TO APPLY: October 14, 2021

LOCATION: E.L. Richardson Health Center – Administration/Internal Services

ORGANIZATION SUMMARY: DeKalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: Under general supervision, provides professional level category support in a variety of procurement activities. Participates in on-going category and vendor performance management. Assists with complex and/or sensitive purchasing actions including conducting market research, researching past expenditures, guiding overall solicitation process including specification development, issuance, evaluation methodology, and award recommendation. Conducts contract review for compliance with DCBOH policies and procedures. Reviews contracts and purchase orders within delegated authority. Serves as liaison between customers (programs/departments) and suppliers to ensure receipt of goods and services according to the terms and conditions and quality standards of the awarded contract; Maintains contact with suppliers to both identify prospective vendors and encourage their participation in the procurement process. Demonstrates exceptional judgment, analytical, and organizational skills in all aspects of the solicitation process and contract management. Assists in the preparation and issuance of various internal monthly and annual reports. Performs other related duties as assigned by administrator and/or special projects assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university OR Four years of experience in a purchasing environment OR Two years of experience at the lower-level Purchase/Procurement Agent 1 (FEP020) or position equivalent. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

PREFERRED QUALIFICATIONS:

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required



ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:

www.dph.georgia.gov

(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

Michelle.Raines@dph.ga.gov