

Crawford



County

ERIC S. HENRY
FRANCIS F. WEIDERSPAHN JR.
JOHN CHRISTOPHER SOFF
County Commissioners

Human Resources
Department
COURTHOUSE
MEADVILLE, PA 16335
(814) 333-7396

BRITTANY L. JOHNSTON
Director of Human Resources

KEITH A. BUTTON
Solicitor

JOB VACANCY

Posting Period: February 2, 2023 to February 9, 2023

Job Title: Procurement Specialist

Location: Crawford County Commissioners Office, 903 Diamond Park
Meadville, PA 16335

Classification: Full-Time — Non-Exempt, Non-Union

Work Hours: 8:30 A.M. - 4:30 P.M. Monday-Friday (35H) 1-hour unpaid lunch

Essential Duties: To assist and advise Department Heads with procurement and purchasing on behalf of the Commissioners; to communicate with other officials, decision-makers and Department Heads to maximize their financial effectiveness in serving the public on behalf of the County. Assists the Chief Clerk and Board of Commissioners in establishing procurement policies, goals, program planning, and fiscal initiative; ensures that Department Heads implement the Board of Commissioners' decisions. Occasionally interacts and participates in procurement planning with State and Federal agencies, legislators, lobbyists and constituents for County growth, development and funding opportunities. Researches key suppliers, negotiates purchase agreements, and ensures all products and materials meet company standards. Develops and reviews specifications for major purchases. Handles all office supply purchasing and distribution management for the Courthouse, Judicial Center and other buildings as needed. Assists Department Heads with management of grants for various departments. Manages building access and information.

Qualifications: A bachelor's degree in Public Administration or related field preferred, or any equivalent combination of training and experience. 3-5 years' experience in public policy and administration. Some experience with grant writing preferred.

Pay: \$19.00 - \$22.00 per hour depending on experience and qualifications.

Benefits: Excellent benefit package

How to apply: Submit a cover letter, resume and county application to gchatfield@co.crawford.pa.us or to Crawford County Commissioners Office, 903 Diamond Park, Meadville, PA 16335

Applications are available in the Human Resources Office or on the County's website: www.crawfordcountypa.net

Late applications will not be accepted.