



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Purchasing/Procurement Agent 1

Position #00002544

Summary: Under general supervision serves as working-level procurement/sourcing specialist. Provides professional-level category support in a variety of procurement activities. Participates in on-going category and vendor performance management. The position is typically responsible for purchasing activities in a very small agency or a support function in a larger entity. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties. Essential Functions include but are not limited to: Utilizes tools to track and document spend and savings information in accordance with standard format. Purchase supplies, equipment, or services necessary for the operation of an agency, region, district or state. Develops or assist in the development of documents such as Request for Quotes (RFQs) and Request for Proposals (RFPs). Participates in the vendor response evaluation process. Develops financial and technical evaluation documents. Analyzes vendor responses. May support the strategic sourcing teams in more complex solicitations. Conducts spend analysis. Identifies and collects financial data from appropriate sources (such as PeopleSoft, general ledgers, etc.) Cleanses data for spend analysis by looking for duplications in data, determining consistency in terminology, and identifying any other relevant factors. Generates spend analysis reports.

Minimum Qualifications: Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field OR Four years of experience in a purchasing environment OR Two years of experience at the lower level or position equivalent Note: Some positions may require certification. Professional experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions may substitute for the degree on a year to year basis.

Work Conditions & Physical Demands: General Office Environment

We Offer: Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and childcare spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm including telework options for qualified positions. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

Annual Salary: \$34,255 / Pay Grade: I / **Applications Accepted:** December 6, 2021 – December 16, 2021

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: melissa.harteau@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER