

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Bureau Chief of Purchasing**  
**Comptroller/Bureau of Purchasing**

An Equal Opportunity Employer

**Bureau Chief of Purchasing – Department of the Comptroller / Bureau of Purchasing**

\$67,892 annual salary (Grade M01), 40 hours per week, exempt position

Hours are typically Monday through Friday 8:00 am to 5:00 pm

Apply by 5:00 pm on Monday, March 1, 2021

The Department of the Comptroller / Bureau of Purchasing is seeking an experienced procurement professional to provide leadership and excellent customer service in the role of Bureau Chief of Purchasing.

On a typical workday this position will oversee the operations of the County's centralized purchasing office, including: scheduling and supervising a staff of 4, providing customer service to county agencies and employees, overseeing various purchasing methods for acquiring the goods and services requested, overseeing vendor relationships and addressing issues, P-card administration, disposition of surplus assets, problem solving and independent decision making. Primary responsibilities include hiring and training staff, administering the county purchasing policy, and representing the organization on regional cooperatives.

The ideal candidate for this opportunity will possess the Certified Public Purchasing Officer (CPPO) or similar certification, be responsible, customer friendly, detail-oriented, have strong written and verbal communication skills, work well with staff across the organization, manage multiple projects and be deadline driven.

Click [here](#) for the full job description

**Qualifications:**

1. Bachelor's degree in Purchasing, Business Administration, or related field
2. Five years progressive experience in purchasing, including two years supervisory experience

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes 02/01/2021
- Applications are **not** accepted by fax or email (21-60)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.