



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Procurement Technician

**LOCATION:** General Services –  
Purchasing

**OPENING DATE:** March 9, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-10GS

**CLASS CODE:** 0255

**SALARY:** *Depending on Qualifications* with Excellent Benefits Package

**FLSA STATUS:** Non-exempt

**PRIMARY FUNCTION:** The purpose of this classification is to perform entry level to intermediate technical work in procurement of a variety of materials, equipment, and supplies in accordance with prescribed purchasing regulations and procedures for the Town of Collierville.

**QUALIFICATIONS:** Requires a high school diploma or GED; supplemented by college level coursework in Business Administration, Public Administration or a closely related field; Associate's degree preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid Motor Vehicle Operators License.

**\*\*Full job descriptions are available upon request. Please call 901-457-2296.\*\***

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.