



City of Bloomington, Indiana
Purchasing Manager

SALARY	\$34.31 - \$39.46 Hourly \$2,745.15 - \$3,156.96 Biweekly \$5,947.83 - \$6,840.08 Monthly \$71,374.00 - \$82,081.00 Annually	LOCATION	City of Bloomington Utilities, IN
JOB TYPE	Regular Full-Time (40hrs/week; with benefits)	DEPARTMENT	Utilities/Purchasing
OPENING DATE	04/24/2026	CLOSING DATE	5/10/2026 11:59 PM Eastern
FLSA	Exempt	BARGAINING UNIT	N/A
TYPICAL WORK SCHEDULE:	Monday - Friday 8 am - 5 pm	POSITION	Utilities Assistant Director – Finance
SUPERVISES STAFF:	No	REPORTS TO:	

Description

The Purchasing Manager oversees all purchasing functions for the City of Bloomington Utilities (CBU), including planning, organizing, and supervising procurement activities within budgetary guidelines. This role manages supplier relationships, ensures the efficient acquisition of goods and services, supervises staff, and maintains the department's fleet of vehicles.

<https://www.youtube.com/embed/N633X-0MGyI?&wmode=opaque&rel=0>

Duties

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Primary

Plans, directs, and manages all purchasing activities for CBU, including procurement, inventory, bidding, and contract administration, while ensuring efficient and compliant processes.

Leads and develops a team of purchasing staff by delegating work, managing performance, and providing training and coaching.

Manages supplier relationships by evaluating and selecting vendors based on price, quality, service, and reliability; negotiating contracts and pricing agreements; ensuring timely delivery of goods and vendor payments; and resolving supply chain or vendor issues.

Monitors inventory levels and coordinates with Engineering and Transmission & Distribution divisions to forecast purchasing needs, manage daily transactions, conduct physical counts, and support related inventory processes.

Oversees the maintenance and tracking of the department's fleet of vehicles to ensure operational readiness and proper utilization. Also oversees the maintenance and repairs of the service center.

Maintains compliance with federal, state, and local policies, legal requirements, and ethical standards for all purchasing processes.

Prepares reports on purchasing metrics, budgets, and supplier performance on a monthly basis

Secondary

Periodically attends technical conferences and workshops and keeps apprised of all purchasing law requirements.

Performs related duties as assigned.

Job Requirements

Bachelor's degree in business administration, Supply Chain Management, or related field or equivalent knowledge, skills, and abilities to perform the essential duties of the position.

Required a minimum of three years of experience in purchasing, procurement, or supply chain roles in a similar industry as CBU with a minimum of two years supervising staff.

Demonstrated ability to effectively lead, supervise, and develop staff.

Demonstrated ability to negotiate contracts and effectively manage vendor relationships

Demonstrated ability to analyze complex issues and develop effective solutions

Ability to convey information effectively and maintain productive relationships across all levels of the organization.

Ability to effectively organize workload, balance competing priorities, and meet established deadlines.

Demonstrated ability to analyze, interpret, and implement generally accepted financial and governmental accounting and auditing principles, policies, and procedures. Demonstrated expertise with Microsoft Office, Google Workspace, and Adobe Acrobat.

Difficulty of Work and Personal Work Relationship

Difficulty of Work

Incumbent performs duties in a modern office environment with no unusual physical demands. Work follows a routine daily schedule with periodic overtime being required in the evenings and weekends. Incumbent work requires meeting numerous deadlines and balancing multiple tasks at one time. There are occasional overnight trips.

Personal Work Relationships

Incumbent maintains frequent contact with Utilities Service Board, Utilities Management and employees that will be directly affected by the procurement of goods and services, vendors, government officials, news media, potential bidders, subordinate personnel and the public for the purpose of receiving assignments, reporting accurate fiscal information, assisting in the department's decision making processes, making public all information concerning potential Utilities Department purchases and projects, and supervision of office staff.

An Equal Opportunity Employer, La Egualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

Employer

City of Bloomington, Indiana

Address

401 North Morton Street

Bloomington, Indiana, 47404

Phone

812-349-3404

Website

<https://bloomington.in.gov/>

Purchasing Manager Supplemental Questionnaire

***QUESTION 1**

Do you meet the minimum requirements of a bachelor's degree in business administration, Supply Chain Management, or related field or equivalent knowledge, skills, and abilities to perform the essential duties of the position.

- Yes
- No

***QUESTION 2**

Describe how you meet the required minimum of three (3) years of experience in purchasing, procurement, or supply chain roles in a similar industry to CBU, including at least two (2) years of supervisory experience. If you do not have this experience, enter "N/A."

* Required Question