

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: September 25, 2013
NO: M20-13

CLASSIFICATION TITLE
ASSISTANT DIRECTOR OF PURCHASING
(City of Canton)

SALARY RANGE
\$45,753 - \$63,953

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government", "City Services", "Civil Service" and then "View City Jobs". Applicants must submit a copy of their valid Driver's License, a current, detailed resume and college transcripts (unofficial will be accepted) and any other documentation pertaining to this position **no later than October 18, 2013 at 4:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15 – 20 minutes in length. The interview will measure communication skills, experience base and knowledge of purchasing, departmental budgets and other related areas.

SHOULD TEN OR FEW QUALIFIED APPLICATIONS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.

SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Bachelor's Degree in business administration or a related field and management plus five or more years of progressively more responsible work with municipal government entities or an equivalent combination of education, experience, and/or training which provide the required knowledge, skills and abilities. Candidate must be able to demonstrate considerable experience in general governmental procedures, guidelines, and regulations on the federal, state and local levels.

UNIQUE REQUIREMENTS

Knowledge of basic accounting and business administration procedures. Knowledge of operations of City Council, the City organization, and the functions of departments comprising City government and the City's budgetary system. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively verbally and in writing. Ability to establish and maintain effective working relationships with elected officials, department heads, City employees, other agencies, and the general public. Ability to supervise departmental staff.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site upon presentation of a valid State of Ohio Driver's License or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

DUTIES

The Assistant Director of Purchasing assists in the daily activities of the Service Director's Division of Procurement which includes supervision, policy development, procedures, personnel safety, purchasing, and training. The Assistant Director is responsible for monitoring the departmental budget and handling confidential materials, such as contract bids. This individual assists in administering the City-wide procurement system, including all competitive bidding procedures, requests for informal quotations, auctions and contract negotiations to obtain the necessary supplies and materials for the operation of the City. Management of the day-to-day contracting process (review specifications, bidding, coordinating all the requirements for the Auditor and Board of Control preparation). Serves as the Board of Control Secretary. This individual assumes the duties of the Director in his/her absence. The Assistant Director aids in the direction and work and manner of accomplishment of the departmental staff. The individual reports directly to the Director of Purchasing.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**