



**City of Hamtramck**  
**3401 Evaline Avenue**  
**Hamtramck, Michigan 48212**

**Purchasing/Accounts Payables Specialist – Part Time**

An Equal Opportunity Employer

**Job Description Summary:**

An incumbent in this position is responsible for preparing and tabulating all requests for proposals, requests for qualifications, or any other such bids sought by the City and reviewing and authorizing purchase orders in accordance with the Code of Ordinances. The Purchasing Agent/Accounts Payables representative will also be responsible for processing invoices for payment.

**Job Duties:**

- Prepares and publicizes requests for proposals, request for qualifications, and bid packets on behalf of all city departments.
- Ensures validity of vendor payments, ownership of vendor communications and vendor quality assurance.
- Ensures enforcement of the Hamtramck code relating to purchasing functions and supervise the maintenance of pertinent records in accordance with ordinance and laws affecting operations including City and statutory requirements.
- Reviews and analyzes bid proposals and negotiate contracts within budgetary limitations and scope of authority.
- Prepares/expedites purchase orders or bid requests for procurement of materials, supplies, and services.
- Draft contracts for professional services.
- Reviews requisitions and determine method of procurement such as direct purchase order bid.
- Maintains procurement records such as items or services purchased, cost, delivery, product quality or performance, and inventories
- Performs verification of contract qualifications in accordance with City and federal rules.
- Processes invoices for payment.
- Other duties as assigned

**Education, Experience, and Qualifications**

- Associates degree preferred.
- 1-3 years of previous related experience.
- Education may be substituted in lieu of experience.

**Application Process:** Email resumes with cover letter to [HR@hamtramckcity.com](mailto:HR@hamtramckcity.com) by May 17, 2019.



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*The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.*



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