CITY OF MADISONVILLE KENTUCKY

Position Open:
Procurement Specialist

Public Works

The City of Madisonville has a current opening for Procurement Specialist for Public Works. The purpose of this classification is to maintain inventory, including materials, tools, supplies, and equipment. Employee in this classification logs materials and labor on work orders, enters data into computerized system, and prepares reports; meets with salespersons on potential purchases; and maintains accurate records.

Minimum Qualifications and Responsibilities are as follows:

- Must have a valid Kentucky Driver's License
- Must possess a high school diploma or GED equivalent
- Will be responsible for monthly audit and maintaining inventory
- Computer experience in Microsoft Office and AS400; ability to lift 50 lbs. or more daily,
- Ability to work closely with public and vendors; communication, time management, and organizational skills; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Applications will be accepted at City Hall, 77 N. Main Street, Madisonville, KY 42431 until March 31st, 2023. Applications are also available online at www.madisonvilleliving.com and www.indeed.com.

The City of Madisonville is an Equal Opportunity Employer.