



**City of Salisbury**  
**Assistant Director of Internal Services – Procurement & Parking**

Fulltime

\$48,452 - \$54,565 (DOQ)

Full range of Benefits

**Essential Functions:** Serves as the principal public purchasing official for the City of Salisbury and is responsible for all aspects of procurement for a municipality with a budget of \$40 million. Also responsible for the management and disposal of all surplus supplies and property and for management of the City's downtown parking operations. Administrative direction is received directly from the Director of Internal Services.

**Requirements:** Four year degree with courses in public or business administration or related fields; supplemented by a minimum of four years of professional experience in purchasing with at least one year at the administrative level; prefer governmental purchasing experience. CPM/CPPO certification or equivalent preferred. Candidate must have strong supervisory, communication, computer, and problem solving skills and must enjoy working the general public.

**Closing Date:** 4:30 p.m. Friday August 6, 2010

**APPLY:** Submit City application and resume to:

Human Resources Dept.  
125 N. Division St.  
Salisbury, MD 21801  
410-548-1065 Fax: 410-548-3748  
Web site: [www.ci.salisbury.md.us](http://www.ci.salisbury.md.us)  
E-mail: [jobs@ci.salisbury.md.us](mailto:jobs@ci.salisbury.md.us)

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