



City of Ankeny Iowa Procurement Coordinator

SALARY	\$33.16 - \$44.50 Hourly \$68,964.48 - \$92,551.68 Annually	LOCATION	410 W 1st St, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00654
DEPARTMENT	Finance	OPENING DATE	09/03/2025
CLOSING DATE	9/28/2025 11:59 PM Central		

Function

The City of Ankeny is accepting applications for the full-time position of Procurement Coordinator in our Finance Department. This position performs under general supervision and is responsible for planning, organizing, and overseeing the City's purchasing activities. This role ensures the procurement of goods and services complies with applicable regulations and policies, and supports efficient, cost-effective operations across all departments.

The starting salary is **\$33.16 - \$38.38 per hour** depending on relevant experience, with an excellent benefit package.
Hours: Monday - Friday, 8:00 AM - 5:00 PM.

The City of Ankeny offers a comprehensive benefits package including:

- Vacation and Sick Leave
- Personal Leave
- Nine (9) Paid Holidays
- Health/Dental/Life/LTD Insurance
- Wellness Programs and Incentives
- Tuition Reimbursement and Continuing Education Programs
- Public Service Student Loan Forgiveness
- Benet Defined Benefits Pension Plan Through IPERS
- Deferred Compensation Plan
- Voluntary Insurance Benefit Options
- Longevity Pay

Deadline to apply is **Sunday, September 28, 2025**. Please apply online at www.AnkenyIowa.gov/jobs. Interested candidates must complete an application online and attach a current resume and cover letter. Pre-employment drug screen and background check required.

To advance in the hiring process, you must pass a basic skills exam to be administered to all qualified applicants. Additional information will be emailed on Monday, September 29, 2025. Check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 09/29/25.

Principal Duties and Responsibilities

- Serves as the primary resource to City departments on all aspects of the purchasing process, including advising on policies and procedures, and assisting with the preparation of specifications, quotes, bids, and proposals for goods and services.
- Researches specialty products and services for City departments, gathers data, and provides alternatives.
- Advises and provides technical support in administering Requests for Proposal (RFP), Requests for Information (RFI), and Requests for Quote (RFQ), including reviewing specifications and recommending updates and changes.
- Reviews and evaluates bid responses to assist in vendor selection.
- Reviews purchasing contracts and agreements; coordinates legal review and facilitates City Council approval.
- Assists in drafting and updating standard contract language for solicitations and agreements.
- Coordinates purchasing activities across departments to promote consistency and efficiency.
- Prepares, processes, and tracks purchase orders from initiation to completion, ensuring proper approvals and documentation.
- Manages the disposal of surplus equipment and materials.
- Ensures compliance with federal, state, and local procurement regulations and City policies.
- Monitors departmental adherence to purchasing procedures and addresses issues of noncompliance.
- Responds to procurement-related inquiries from City departments.
- Maintains City membership in cooperative purchasing programs and evaluates opportunities for cost savings.
- Provides training and guidance to City staff on procurement processes and procedures.
- Communicates updates and changes to procurement policies to management and staff.
- Meets with departments to identify purchasing needs, provide recommendations, and monitor procurement trends.
- Oversees vendor performance and contract compliance, addressing service or pricing issues as needed.
- Administers the City's purchasing card program, including application processing, card issuance, transaction review, issue resolution, and user training.
- Provides backup support for accounts payable processing as needed.

Entry Requirements and Skills

Requires a bachelor's degree in business, finance or a related field and at least three years of experience in purchasing or contract administration; or an equivalent combination of experience and education that provides the knowledge and abilities necessary to perform the work.

Certification as a Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (CPM) is preferred.

Must possess the ability to establish and maintain effective working relationships with co-workers and the public, ability to think and operate independently, ability to operate standard office equipment, ability to understand and follow departmental policies and routines, and ability to deal tactfully with the public.

WORKING CONDITIONS:

- Works in office environment.

PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak at normal rate of conversation.
- Must keep regular and reliable attendance at work.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

Procurement Coordinator Supplemental Questionnaire

*QUESTION 1

Please choose what best describes your college education:

- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ None

*QUESTION 2

What field is your degree in? If no degree, enter none.

*QUESTION 3

How many years of work experience do you have in purchasing or contract administration?

QUESTION 4

Check the certification(s) you currently possess. If you don't possess a certificate listed below, select none.

- ☐ Certified Public Purchasing Buyer
- ☐ Certified Public Purchasing Officer
- ☐ Certified Purchasing Manager
- ☐ None

* Required Question