

**JOB OPPORTUNITY BULLETIN**  
**MISSOURI STATE HIGHWAY PATROL**  
**BUDGET AND PROCUREMENT DIVISION**

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**TITLE:** Senior Procurement and Inventory Manager

**LOCATION:** General Headquarters - Jefferson City, Missouri

**FACILITATOR:** Amanda Farley  
(573) 526-6334  
[amanda.farley@mshp.dps.mo.gov](mailto:amanda.farley@mshp.dps.mo.gov)

**DESCRIPTION:** The Senior Procurement and Inventory Manager position is assigned to the Missouri State Highway Patrol General Headquarters. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This position involves supervisory and managerial work, and is responsible for coordinating all activities related to purchasing, fixed assets, and the supply warehouse and print shop in the Budget and Procurement Division. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures. *(For a more detailed job description go to:*  
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>*.)*

**QUALIFICATIONS:** Graduation from a four-year college or university with a bachelor's degree in public or business administration or other business related area AND possess at least four years of experience in responsible managerial and/or financial work. Supervisory experience is preferred, but not required.

**SALARY RANGE:** (Semi-monthly) \$1,612.50 - \$2,362.00

**APPLICATION PROCEDURE:** Individuals interested in this position must submit the Patrol's Application for Employment prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov), or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of April 5, 2010. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

**NOTE:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

**\*\*\*Missouri State Highway Patrol\*\*\***  
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