



## JOB DESCRIPTION

### Purchasing Manager

Date Prepared: October 2013

**SUMMARY:** Under limited supervision, directs, manages and performs all activities regarding the semi-centralized purchase of materials, supplies, equipment and services for the City and its entities; works with and supports the Risk Manager and City Attorney in coordinating all contractual agreements.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Establish and administer purchasing standards and procedures that meet all applicable legal requirements, policies and procedures.
- Plan, organize, control, manage and evaluate the work of the Purchasing Division; establish operational plans and initiatives to meet department goals and objectives to achieve optimal efficiency and effectiveness.
- Plan and evaluate the performance of assigned staff; establish performance measures and personal development goals; monitor performance; provide coaching to staff for improvement and development.
- Establish operating budget for the Purchasing Division.
- Participate in developing and monitoring performance against the annual operating budget.
- Direct the development of formal and informal bids, Request for Bid (RFBs), Request for Quote/Qualification (RFQs), Request for Information (RFIs) and Request for Proposal (RFPs); ensures all applicable legal and contractual provisions are met; direct and participate in the solicitation, evaluation and award of bids; conduct pre-bid briefings; perform or assist others in the performance of price/cost analysis; negotiate contract provisions; prepare specifications as required.
- Determine appropriate contracts for various types of procurement; reviews requisitions/purchase orders and related documents for completeness, accuracy and compliance with department and City procedures and requirements; review invoices and other documentation for compliance; resolve disputed invoices.
- Read, interpret and explain laws, regulations, policies, procedures and specifications; maintain accurate records and files; use an automated system to input and retrieve data.
- Coordinate with Information Technology staff to evaluate and develop end-user requirements and enhancements to the City's MUNIS Financial Purchasing and Inventory System; train City staff on modules.
- Support the Risk Manager and City Attorney offices for all contract documents.
- Coordinate the storage, repurpose and disposal of surplus materials, equipment and vehicles with required documentation and agreements.
- Organizes and maintain the supply warehouse, including operating a forklift for distribution; organize and conduct a City-wide annual inventory count; audit and transfer data into the City's financial system.
- Monitor developments within the field of purchasing, inventory and contracts; recommend policy and procedure improvements.

- Demonstrate courteous and cooperative behavior when interacting with visitors, the public and City staff; maintain confidentiality of work-related issues and City information.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Business Administration or a closely related field; AND five years professional government procurement experience, including three years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies and procedures.
- Laws, principles and practices of public procurement and inventory management.
- Laws, principles and practices of organization and personnel administration.
- Laws, principles and practices of contract administration.
- Laws, principles and practices of grants administration.
- Laws, principles and practices of government accounting.
- Pertinent local, state and federal laws and regulations.
- Laws, principles and practices of public finance.
- Principles and practices of project management and coordination.
- Research methods and analysis techniques.

### **Skill in:**

- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Reading, understanding, interpreting and applying local, state and federal policies, laws and regulations regarding procurement and contracts.
- Analyzing procurement methods relative to current and future needs of City departments.
- Preparing and analyzing bids and specifications.
- Effectively resolving complex contract, procurement and inventory issues within tight deadlines.
- Providing efficient and effective customer service.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, vendors, suppliers, contractors, chambers and external public and private agencies.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

Possession of a valid California State driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.