

PURCHASING MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities of the Purchasing Division of the Finance Department; coordinates assigned activities with other divisions, departments, and outside agencies; provides support, information, and assistance to other staff on purchasing issues; and provides highly responsible and complex administrative support to the Assistant Controller.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Assistant Controller. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Purchasing Manager is a division head responsible for the activities of the Purchasing Division of the Finance Department. The incumbent plans, organizes, and directs, through program supervisors, the activities of centralized purchasing, disadvantaged business enterprise (DBE) operations and disposal of surplus. This class is distinguished from Supervising Buyer in that incumbents of the latter classes are section heads which supervise and participate in skilled work. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Plans, organizes, and manages through program supervisors, centralized procurement (including rental and lease) of materials, supplies, equipment, services and public works/construction projects, disposal of surplus, disadvantaged business enterprise (DBE) operations.

Oversees, supervises, and provides direction on bidding and quoting of requisitioned items and projects; ensures the appropriateness of purchasing decisions and conformity with specifications; signs and approves projects; ensures passage at City Council.

Develops and implements goals, policies, procedures, standards and priorities for purchasing, and DBE activities and operations.

Selects, manages, trains, and oversees assigned staff; evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Partners with City departments in the preparation of specifications for bids and proposals and

conducts liaison meetings with departments twice a year.

Responds to vendors, internal customer departments as well as executive management staff on various projects and/or issues.

Oversees and manages city's purchasing card program; audits for compliance and/or fraud; reviews requests for limit increases and ensures records retention.

Manages the development and maintenance of standardized bidding documents for formal and informal bids, including federal projects and maintains all pertinent information relating to the bid process.

Reviews complex bid specifications and Requests for Proposals, evaluations and formal award recommendations; acts as a resource to solve problems or legal issue in bid processes.

Receives and reviews bid appeals; participates and testifies in appeal hearings; directs the administration of the bid appeal process.

Oversees and controls city's surplus/excess of equipment.

Oversees, the City's graphics and reproduction services including intra office courier, US postage, and all print and copy services.

Manages City-wide contracts for uniforms, copiers, linen, dust control, and office supplies.

Reviews City Council agenda items recommending award of contracts to vendors.

Recommends award of contracts not exceeding an amount predetermined by the Municipal Code.

Investigates new sources of materials and services; corresponds on purchasing matters.

Coordinates and consolidates City's procurement needs to maximize consistent and cost effective operations, including maximum use of requirements contracts; ensures purchasing practices are in compliance with legal, professional and City Charter and Code requirements.

Prepares and administers the division budget and reviews personnel transactions; works closely with Budget Officer and Personnel Manager.

May serve as the City's Disadvantaged Business Enterprise Liaison Officer (DBELO) and confer with the City Manager, or their designee, in discussing and resolving DBE issues.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a purchasing program.
Purchasing methods and procedures for procurement of supplies and equipment, services and public works/construction projects.

Modern and complex principles and practices of governmental purchasing, negotiation techniques, and materials management.

Principles and practices of contract bidding and award.

Industry practices in the area of purchasing management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Sources of supply, markets, price trends, grades and qualities of a variety of materials, supplies, and equipment.

Equal employment practices, disadvantaged business enterprise (DBE) regulations, wages and related labor laws, and federal, state, and local regulations for compliance.

Laws, ordinances, and other requirements governing the purchase of commodities and public works/construction projects for the City.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Pertinent federal, state, and local laws, codes, and regulations.

Skills to:

Use computers and applicable software applications.

Ability to:

Oversee and participate in the management of a comprehensive purchasing program. Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.

Investigate and develop new sources of supply.

Negotiate and administer contracts with vendors.

Ensure compliance with established procurement rules and regulations.

Make decisions and recommend award of contracts impartially and objectively.

Make clear and persuasive oral presentations.

Prepare and administer program budgets.

Prepare clear and concise reports including administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of business.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, or a closely related field; and

Experience:

Four years of experience in the procurement of supplies, equipment and services and public works/construction projects which included, or is supplemented by, two years of supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirement:

Possession of a valid California Driver's License at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 12/17/2018