



## PURCHASING MANAGER

**JOB SUMMARY:** Under administrative direction, manages, plans and coordinates the activities and operations of the City's centralized Purchasing function; provides highly responsible and complex staff assistance to the Fiscal Services Director and Executive Director of Finance; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is distinguished by its responsibility for the administration and operations of the Purchasing Division in the Financial Services Agency. It is distinguished from the Fiscal Services Director by the latter's responsibility of all functions (accounting, accounts payable, budget, payroll and purchasing) within the Fiscal Services Department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Manages the organizational, staffing and operational activities within a centralized purchasing environment, including high dollar value and/or highly complex procurements and purchases.
2. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
3. Reviews and evaluates work product for completeness, accuracy, uniformity, and productivity.
4. Participates in the development and implementation of department goals, objectives, policies and priorities.
5. Represents the City in negotiating contracts, formulating policies, and developing purchasing relationships with suppliers.
6. Analyzes market and delivery systems to assess present and future material availability.
7. Prepares documents, presentations and agenda reports; attends City Council, executive, and committee meetings regarding purchasing and other related subjects; explains and defends City policy and procedures.
8. Serves as a primary resource for customers, vendors and staff to interpret policies and procedures, Federal and State procurement statutes, assessing client needs and providing dispute resolution when necessary; participates in public outreach with the goal of increasing vendor participation.
9. Oversees pre-bid specification review conferences with bidders and City officials to address and resolve any conflicts or misunderstandings regarding competitive bids; supervises and participates in the development of bid specifications and analyzes bids for compliance.
10. Coordinates assigned activities to ensure cooperation between Department employees for optimal efficiency and effectiveness.
11. Serves as the liaison with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Manages the budget of the Purchasing Division; oversees, reviews, and processes purchase orders.
13. Remains current with purchasing methods and techniques, and applicable City statutes, laws and regulations; recommends revisions to existing practices and develops City-wide policies to maximize efficiency, effectiveness, customer satisfaction and statutory compliance.
14. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

***ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:***

**EDUCATION:** Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Business Management or a closely related field.

**EXPERIENCE:** Five years of progressively responsible experience in procurement and contracting management in a large/complex organization, including one year of lead or supervisory level experience.

**KNOWLEDGE OF:**

- Operational services and activities of a comprehensive municipal purchasing program.
- Federal, State and local regulations regarding purchasing principles and practices.
- Terminology related to a wide variety of products and services including materials, supplies and equipment used in municipal services.
- Principles of contract negotiation and administration.
- Principles of supervision, training and performance evaluation.
- Principles of municipal budget preparation, administration, and control.
- Principles and procedures of record keeping and reporting.
- Effective customer service techniques.
- Safe driving principles and practices.
- Modern office procedures and equipment including computer hardware and software, complex printers and mail equipment.

**ABILITY TO:**

- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Conduct research and prepare clear, concise, and comprehensive reports.
- Prepare and maintain accurate and complete records.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer project budgets.
- Manage multiple assignments and time-sensitive situations effectively.
- Select, supervise, train, motivate, and evaluate staff.
- Work independently and exercise independent judgment.
- Communicate clearly and concisely, both orally and in writing.
- Provide effective customer service, including responding to requests and inquiries from the general public.
- Establish and maintain cooperative and effective working relationships with City employees and the general public.
- Operate a computer using relevant word processing, spreadsheet, database, and other software.

**LICENSES:**

- Valid Class C California driver license.
- Acceptable driving record at the time of appointment and throughout employment.

**CERTIFICATIONS:**

- N/A

**SPECIAL REQUIREMENTS:**

- N/A

**DESIRABLE:**

- Certified Public Procurement Officer (CPPO)
- Certified Professional Public Buyer (CPPB)
- Certified Purchasing Manager (CPM)
- Certified Professional in Supply Management (CPSM)
- Purchasing and contracting experience in a government agency with knowledge of City Municipal Code and Public Contract Code (CUPCCAA) as applied to purchasing regulations and standards is highly desirable.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level is frequently quiet.

Interaction involves frequent communication with City staff, leadership, consultants, citizen and community groups and various public agencies. The incumbent will serve as the primary technical representative and resource in a variety of meetings.

**PHYSICAL DEMANDS:**

- Mobility – frequent standing or sitting for extended periods; occasional walking and driving may be required; occasional pushing/pulling; occasional bending at the waist; reaching overhead, above the shoulders, and horizontally.
- Lifting – occasional lifting of files and office equipment weighing up to 20 pounds.
- Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision.
- Dexterity – frequent repetitive motion from writing and using a computer keyboard; occasional grasping and holding.
- Hearing/Talking – frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds.
- Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

**ADDITIONAL INFORMATION:**

<b>FLSA Exemption Status:</b>	Exempt
<b>Employee Unit:</b>	Unit #3, Management
<b>Job Family:</b>	Purchasing
<b>Class Progression:</b>	Purchasing Assistant Purchasing Team Leader Purchasing Manager

<b>Reports to:</b>	Fiscal Services Director
<b>Supervises:</b>	Purchasing Team Leader Purchasing Assistant

**CLASS HISTORY:**

Date Class Established: 12/13/2019

Revised Dates / Reason:

Previous Title(s):

Approved By HR Director:

Date Approved:

*Anaela C. [Signature]*  
12/20/19

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