

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PURCHASING MANAGER
DEPARTMENT: FINANCE
REPORTS TO: DEPUTY CITY MANAGER - FINANCE

JOB CODE: 1401
DATE: 2/08

JOB SUMMARY:

Acts as the purchasing agent and manages the city-wide activities of the Purchasing Division of the Finance Department in developing and executing purchasing policies and procedures; makes final purchasing decisions as they relate to purchases, policies, and procedures; coordinates competitive solicitations; negotiates contracts; ensures the operating efficiency of the unit; assists the city and its departments in achieving mission and goals.

ESSENTIAL JOB FUNCTIONS:

Directs city-wide purchasing functions in accordance with applicable laws, ordinances, rules, and regulations; develops the competitive solicitation of all goods, equipment, and services in accordance with ordinance thresholds; issues, receives, tabulates, evaluates, and distributes all bids/RFPs/RFQs to the appropriate departments; coordinates the negotiation and award of subsequent contracts; issues and manages contract documents; approves and oversees the creation and distribution of all purchase orders in accordance with ordinance thresholds; monitors all departmental purchases in accordance with ordinance thresholds; manages the issuance of all city credit cards; reviews, approves, and coordinates the use of all city solicited and intergovernmental purchasing contracts; facilitates contract issues and disputes.

Develops, recommends, and implements updates to City's purchasing ordinances, policies and procedures that incorporate the timely delivery of goods and services to City departments in a cost-effective and accountable manner.

Works with City Controller and departments to insure requisitioning and ordering systems and inventories are managed with due attention to a system of internal control and the prevention of loss.

Supervises staff, including interviewing, hiring, training, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, assessing complaints, and resolving problems.

Serves on various committees as assigned.

Communicates with and responds to requests for information from vendors, citizens, the City Council, and members of the news media relative to the city's purchasing policies and procedures, competitive solicitations, and contracts.

Implements and manages essential risk management techniques and processes related to purchasing and contracting functions to protect the assets of the city.

Works with city energy consultant, facilities staff, and local, state, or regional cooperative energy purchasing consortiums to manage the competitive, open-market solicitation of all sources of energy and fuel and to manage the city's energy savings performance contract.

Develops, maintains, updates, informs, and trains city personnel on city purchasing policies and procedures and industry-accepted best practices.

Maintains and improves personal and staff proficiency in best practices through formal and informal courses, workshops, seminars, meetings, membership in professional organizations, trade shows/journals, and networking with counterparts in other state and local governments.

Develops and tracks customer satisfaction surveys, statistics, benchmarks, and performance measures as a means of assessing the performance of staff and improving the quality of service.

Confers with and advises senior and mid-level managers on key purchasing issues, progress toward meeting objectives, and on preparation and monitoring of city budgets.

Manages the city's personal property and inventories.

Coordinates, in accordance with the Code of Ordinances, the disposal of surplus property.

Oversees the automation of the city's purchasing process; manages the update and maintenance of the Web site purchasing pages.

Coordinates and conducts weekly staff meetings to establish, prioritize, and review work and project progress, goal accomplishment, and budget status.

Reviews and approves division time sheets on a weekly basis.

Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

Computer
Copier
Printer

Calculator
Fax Machine

Typewriter
Scanner

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree (Master's degree preferred) from a four-year college or university in public administration, business administration, accounting, finance management or a related field; and, Five or more years of progressively responsible experience; or, Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Certified Public Purchasing Official (desired)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Computer-based purchasing, spread sheet, database, word processing, e-mail, and Internet applications.

The application of standard financial analysis techniques related to make-buy-lease, life cycle, present value, inventory management, managing surplus property and internal controls.

Principles and practices of public purchasing, inventory management, and surplus property management.

Risk management techniques and practices.

The commercial energy market.

Administrative principles and practices, including goal-setting and program budget development and implementation.

General office procedures, policies, and practices.

Computer and other general office equipment.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Skill in:

Negotiating for best possible price, terms and conditions, or alternative, using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light and heavy objects.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office, stockroom, or warehouse.