



MANAGER OF PURCHASING

FC: UF215
PB: 09

PC: 930
BU: 95
December 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates the activities and operations of the centralized Purchasing Division within the Procurement and Materials Management Department including highly technical purchasing services and contracts; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Department Manager, Procurement; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate supervisors, the overall activities of the district's centralized purchasing function, including highly technical purchasing, purchase support, and clerical support. This class is distinguished from the Department Manager, Procurement in that the latter has overall responsibility for purchasing, stores, contract management, material control and surplus disposal activities of the District.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Purchasing Division including highly technical purchasing services and contracts.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.

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4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
7. Reviews contract and format of bid documents; ensures bid documents comply with established guidelines, rules and regulations; coordinates review with legal department and obtains legal approval.
8. Reviews protests on bid awards; researches issues; coordinates with legal department; makes recommendations on response.
9. Reviews bids for purchased services; oversees coordination of internal review process; develops documents for Board authorization to award District purchase requirements.
10. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
11. Serves as the liaison for the Purchasing Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Department Manager, Procurement.
14. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to purchasing programs, policies and procedures as appropriate.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing, including activities related to e-commerce.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive general and technical purchasing program.
Principles and practices of providing centralized purchasing services to a public agency.
Principles and practices of business law as it relates to public agency purchasing rules and regulations.
Principles and practices of program development and administration.
Methods and techniques of materials management.
Rules, regulations and guidelines governing public agency bid and procurement procedures.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Related Federal, State and local laws, codes and regulations.

Skill in:

Overseeing and participating in the management of a comprehensive general and technical purchasing program.
Selecting, supervising, training and evaluating staff.
Overseeing and administering a comprehensive purchasing bid program.
Interpreting and administering bid and purchasing rules and regulations.
Participating in the development and administration of division goals, objectives and procedures.
Preparing and administering large program budgets.
Preparing clear and concise administrative and financial reports.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Researching, analyzing, evaluating and implementing new service delivery methods and techniques, including e-commerce.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California Driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, economics, accounting or a closely related field from an accredited college or university.

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Experience:

Five (5) years (full-time equivalent) verifiable professional purchasing experience which must have included at least two (2) years of administrative and supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC Code: 02

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