

PURCHASING MANAGER

Definition:

Under general direction plans, organizes and manages the activities of the Purchasing Division, including Central Services and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, manages, coordinates and evaluates the activities of the Purchasing Division, including procurement, reprographics and mail services.

Manages the selection, training, supervision and evaluation of division employees.

Negotiates and administers purchase and service contracts and lease purchase agreements for personal property.

Acts as the City's agent in developing cooperative contracts with other public agencies.

Supervises and evaluates the City's bidding and proposal procedures.

Prepares major purchase orders, analyzes bids, proposals and specifications to determine supply sources, interviews vendors and inspects facilities.

Evaluates products and services and establishes pricing guidelines and specifications.

Develops, recommends and administers City purchasing policies and procedures in compliance with Federal, State and local laws and ordinances.

Consults with departmental representatives and vendors concerning bids, specifications, procedures, complaints and issues.

Advises management on issues and problems relating to City's purchasing policies and procedures and recommends solutions.

Manages the City's resource recovery program through the sale of surplus equipment, scrap metal, supplies and materials.

Evaluates and recommends alternative products to comply with recycling programs mandated by the State.

Creates and maintains a variety of records, prepares a variety of reports and correspondence and reviews and analyzes contracts and a variety of other data.

Attends meetings and conferences, makes oral presentations and serves on various committees.

Prepares, manages and plans the division budget.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of office items and files weighing 30 pounds or less.

Class Characteristics:

Purchasing Manager is a division manager position within the Administrative Services Department. The incumbent is responsible for a variety of purchasing and centralized service functions and has broad responsibility for division activities.

Contacts and Relationships:

The Purchasing Manager supervises staff as assigned. Contacts are established and maintained with a variety of individuals and sources to include Administrative Services Department staff, other City staff, businesses and service providers.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, practices, standards and methods of procurement, delivery, warehouse management and computerized purchasing systems.

Legal issues related to area of responsibility to include Federal, State and local laws, regulations, ordinances, rules and procedures related to procurement.

Governmental accounting, budgeting and auditing standards and practices related to procurement.

Practices and methods of purchasing and paying for goods using the internet.

Reprographics and mail systems operations.

Effective supervisory techniques.

Effective methods of making oral and written presentations.

Computer applications as they relate to area assigned.

Business letter and report writing and methods of research and analysis.

AND

Ability to:

Negotiate and administer contracts and lease purchase agreements for major capital equipment.

Analyze data, to include life-cycle costs associated with bids and proposals, make sound recommendations and initiate and carry out required assignments.

Investigate and resolve vendor payment problems and contract compliance issues.

Interview vendors, inspect facilities and evaluate products, equipment and services.

Use a personal computer and applicable software programs.

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

Communicate effectively orally and in writing.

Use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Train, supervise and evaluate the work of assigned staff.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree in Business Administration, Accounting, Public Administration or a closely related field from an accredited college or university.

AND

Experience:

Four years of progressively responsible experience dealing with procurement at the municipal level, to include one year of supervisory or lead experience.

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Purchasing Manager file financial disclosure statements in accordance with State and local laws.

Other:

Professional certification (procurement/purchasing) preferable but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed mainly in an office environment and occasionally in the field. When in the office, work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. The incumbent walks, kneels, stands, reaches and bends and may grasp and lift office items and files weighing 30 pounds or less. The incumbent drives a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised August 2002
Revised October 1990