

# PURCHASING MANAGER

## DEFINITION

Under the general supervision of the Director of Administration, responsible for managing the County's centralized purchasing/contract compliance activities involving selection, acquisition and distribution of materials and services essential to the operation of the County. Assists the Director of Administration in carrying out responsibilities designed to accomplish the overall mission and objectives of the Department including facilitating the completion of special studies, assisting in scheduling and monitoring of program activities across all Administration divisions, staff inter and intra departmental Quality Improvement projects, and serve as a representative of the Director to various committees and other bodies; performs related duties as assigned.

## EXAMPLES OF DUTIES

Supervises purchasing/contract compliance staff including making or effectively recommending personnel actions (i.e., hiring, promotion, merit increases, disciplinary actions, etc.); conducts grievance investigations and makes related responses; conducts performance evaluations; trains employees and assigns work; administers the County purchasing ordinance, policies and procedures including specification development, request for proposals development, formal competitive bidding administration, contract administration, cooperative purchasing and professional service contracting; assures establishing and maintaining records and other management information required to properly monitor purchasing transactions, assure inventory control and ensure compliance with applicable laws/ordinances and policies including contract compliance and related minority/women business enterprise programming. As assigned by the director, assists or independently performs a wide variety of complex special projects or administrative studies and assignments including financial analysis and management; maintains regular contact with all division managers in a coordinating and consultative role to assist the director including the gathering and analysis of information across program divisions providing for coordinated or integrative decision making by the director; works as a member of the management team in the implementation of new or revised programs; develops plan for implementing new or changed administrative procedures as needed; responds to general information demands including making public written and verbal presentations to boards, committees and commissions.

## EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in business administration, public administration or related field and five years of professional level experience in a high level staff support capacity including significant knowledge and experience in administration of public or private sector purchasing systems, and/or organizational studies, and related general management or administrative experience in a large complex organization.

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Purchasing Manager (continued)

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Knowledge, Skills and Abilities: Knowledge of the laws, rules and regulations pertaining to public purchasing including American Bar Association model procurement code; knowledge of the theory, principles, practices and methods of purchasing supplies, materials, services including professional consultant services; knowledge of organizational science, modern management and supervisory principles; knowledge of program planning and evaluation; knowledge of personal computer applications and purchasing software; skilled at managing a complex organization; skilled at drafting complex specifications, contracts, reports; ability to negotiate and draft a variety of agreements; ability to write and implement complex procedures; ability to solve complex procurement problems; ability to effectively communicate in writing and orally with vendor representative, employees, department representatives, county officials, and the public; ability to effectively supervise staff assigned multiple responsibilities; ability to assess and interpret complex information; ability to gain comprehensive knowledge of federal, state, and local laws, rules and regulations.