

## PURCHASING AND SERVICES MANAGER

### DEFINITION

To plan, organize, direct or supervise the City's purchasing related programs and central services operations including central stores, printing services, mail distribution and telephone services; and to provide administrative and analytical staff support to the Director of Finance.

### SUPERVISION RECEIVED AND EXERCISED

General direction is provide by the Director of Finance. Responsibilities include direct supervision of purchasing, related programs and central services staff.

### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Develop and implement goals, objectives, and polices related to assigned areas of responsibility.
2. Plan, organized and direct the municipal purchasing and central services operations.
3. Supervises and reviews the City's Affirmative Action Purchasing Program to insure adherence to City policies regarding purchasing activities.
4. Review and appraise purchase requisitions; approve requisitions in conformity with established policies; contact vendors and solicit bids and proposals; prepared specifications and contracts; analyze proposals and bids; make awards to appropriate bidders.
5. Prepare periodic reports; maintain accurate records of all transactions; write Request for Proposals.
6. Confer with municipal officials regarding purchasing activities such as development of specifications and standardization of supplies and equipment.
7. Supervise and coordinate the delivery of purchasing, central stores, and printing services to City departments, divisions and outside agencies.
8. Confer and maintain open communication with local vendors and marketing representatives.
9. Prepare budget for purchasing, related programs and central services.
10. May supervise centralized clerical operations.
11. Supervise, train and evaluate assigned staff.

12. Assist the Finance Director in the design and implementation of special programs and projects.
13. Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- A. Principles and practices of purchasing.
- B. Data processing systems and concepts.
- C. Commodity markets, marketing practices and community pricing methods.
- D. Federal, State and municipal purchasing laws and procedures.
- E. Affirmative Actin in contract and purchase agreements.
- F. Budget and accounting procedures and practices.
- G. Equal Opportunity business enterprise programs and contract compliance.
- H. Storekeeping and warehousing methods and practices including inventory control procedures.
- I. Printing services, practices and procedures.
- J. Types of supplies, materials, and equipment commonly used by the municipal utilities.
- K. Principles and practices of organization, administration, budget and personnel management.

#### Ability to:

- A. Supervise, train and evaluate professional, technical and clerical staff members.
- B. Communicate clearly and concisely, orally and in writing.
- C. Analyze, evaluate, and modify purchasing methods and procedures.
- D. Interpret and explain City purchasing, central stores, printing and telephone service policies and procedures.

E. Work with a variety of individuals with varied backgrounds.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in comparable governmental or commercial purchasing, familiarity with warehousing, inventory control procedures, printing services including one year of supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major study in Purchasing, Business Administration, Public Administration or a related field.

PROBATIONARY PERIOD: One Year

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Revised January, 1988

AAP GROUP: 2

FPP STATUS: Designated

FLSA STATUS: Exempt