

Purchasing Manager



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position is responsible for technical work in procurement, contracts, and bid solicitation for City departments. Responsible for directing and supervising operations of the Purchasing division in the Finance Department. Emphasis is on planning, assigning, and reviewing the work of buyers and clerical employees engaged in the purchase of various commodities and services for use by the City. Responsibilities include providing management support for the Finance Director and administering complex procurement projects for the City. Work includes responsibility for the procurement of items, supplies, and services used throughout the City. The work is performed under the general supervision of the CFO/Finance Director.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates purchasing functions. Procures materials, supplies, and capital equipment, and contract services, according to established procedures.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types, in accordance with City policy and procedure, and as required by City ordinance and state statutes.
- Coordinates the advertisement of statutorily required public notices of committee meetings, and other public purchasing-related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits, and negotiation meetings.
- Facilitates evaluation committee meetings for all formal solicitations.
- Coordinates selection of vendors, recommendations of award, issuance of purchase orders, addenda, and vendor notifications.
- Negotiates, renegotiates, and administers contracts with suppliers, vendors, and other representatives.
- Approves purchase contracts up to determined limits. Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Makes recommendations regarding the selection of suppliers based on supplier performance, credit worthiness, overall responsiveness, and cost.
- Creates and maintains the City's vendor database, including verification of State registrations, business licenses, and addresses. Determines whether vendors need to be added vendors.
- Resolves problems of shortages and improper orders with vendors.

- Promotes good relations between departments and vendors. Ensures vendor performance in areas of customer service and support.
- Approves select vendor invoices and reconciles purchase orders. Prepares purchase orders and encumbrance reports and coordinates open balances with departments and City auditors.
- Reconciles and recommends ~~for~~ approval of all construction-related Applications for Payment and open retainage at year-end.
- Maintains records of purchases and contracts so that analysis can be made to optimize opportunities for improved sources, distribution of business, process, and terms relative to the changing economic conditions.
- ~~Maintains records and controls on all City fixed assets and property. Coordinates annual inventories and prepares necessary schedules of depreciation and value for City auditors and annual financial report.~~
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Coordinates submittal and internal/external distribution of various financial documents throughout the year, e.g., annual proposed and adopted budgets, ~~Comprehensive~~ Annual Comprehensive Financial Reports (CAFRACFR), and FDOT reports to required recipients.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Follows and monitors purchasing laws and regulations.
- Provides backup support to Accounts Payable and IT personnel, as required.
- Trains, Supervises, and mentors Buyer position.
- Plans, assigns, and reviews the work of a staff of buyers and clerical employees engaged in purchasing various commodities and services for the City.
- Directs and supervises a staff of professionals, paraprofessionals, and clerical employees engaged in a variety of Purchasing and warehousing functions, in accordance with applicable City and Federal laws, regulations, ordinances, and professional ethical practices.
- Develops and recommends new systems and procedures relating to Purchasing activities.
- Maintains all vendor files
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

~~Associate Bachelor's~~ degree or equivalent. ~~Three to five (3-5)~~ Minimum of five (5) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire. ~~Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.~~

Knowledge, Skills, and Abilities:

- Knowledge of the practices involved in governmental purchasing property and control principles and practices.

- Knowledge of the formal bid process, e.g., developing requests for proposal/quote, tabulating bids, and monitoring contract compliance.
- Knowledge of materials and supplies involved in City services.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to develop methods and procedures for the control of goods and services.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light-weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.