



# Job Description

## Purchasing Manager

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Bachelor's Degree and five (5) years of relevant experience or an equivalent combination of training and/or experience may be considered.

**Minimum Education Requirements:** Bachelor's Degree

**Department:** Financial Services.

**Direct Supervisor:** Finance Director.

**Supervisory Responsibility:** Direct (3); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license. CPPB or CPPO designation, or NIGP-CPP designation strongly preferred. Government procurement certification required within one year.

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**Job Summary:** Directs a highly responsible and administrative operation of a centralized purchasing system for purchase requisitions, purchase orders, and bids. Supervises and oversees the central warehouse operation. Coordinates purchasing function with all city departments. Reports to the Finance Director.

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### Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Supports Finance Director, providing purchasing systems and compliance with the City's fiscal policies.
- Ensures City's compliance with internal purchasing policies, and with State and Federal regulations and laws.
- Establishes and oversees Purchasing Division's yearly calendar of required bid activities.
- Plans, develops, and implements policies and procedures; responsible for the updating of City's administrative code for the Purchasing Division, from time to time.
- Develops bid documents and specifications for competitive bids and determines the method of procurement. Serves as the formal point of contact for formal bids, conducts bid openings, and approves bid tabulations.
- Works with department directors and managers on larger purchases and provides support for capital improvement projects; Reviews staff recommendations for purchases which go to City Council for approval.
- Prepares contracts resulting from bid awards; manages both bid and contract expirations, renewals, and change orders to contracts; works with Finance Director and City legal counsel on review of contract language and terms.
- Establishes controls on purchasing transactions and oversees documentation and archiving as required by local, state or Federal regulations or statute.
- Stays up to date on legislative changes affecting City purchasing policies, incorporating any changes into Purchasing policies, documents or tasks.
- Assists departments with selection of materials, supplies, services and equipment.
- Monitors open purchase order reports for vendor performance related to on-time delivery and coordinates corrective action as needed.



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- Interviews and communicates with vendors and sales representatives.
- Performs fiscal year-end closeouts and assists City Finance Department as needed.
- Provides compilation of carryover PO list to Finance Department at fiscal year-end.
- Provides support to Finance Department to resolve invoice problems.
- Attends and conducts meetings both internal and external.
- Selects, trains, schedules, supervises, and evaluates subordinates.
- Oversees the sale and disposal of surplus property.
- Prepares and administers division budget.
- Oversees and directs Purchasing systems, including transition to electronic bidding or contract tracking systems.
- Supervises central warehouse administration and coordinates periodic physical inventories of warehouse supplies.
- Considered as essential personnel.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

- Knowledge of government procurement practices (State of Florida experience preferred).
- Knowledge of auditing techniques and procedures.
- Ability to work rapidly and accurately with both verbal and numeric data.
- Ability to make decisions within established policies and procedures.
- Ability to work with word documents and spreadsheets - must be proficient in Word and Excel.

### **Physical Demands**

The work is light work which requires exerting up to 10 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.



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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodation.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date