CLASS SPECIFICATION
Purchasing Manager

EEOC Job Category: Officials and Administrators

JOB SUMMARY
Under general direction, plans, coordinates and manages implementation of the City's purchasing policies and procedures; manages and participates in the centralized purchasing of a wide range of materials, supplies, services and equipment for the City; provides technical support, information and assistance to departments on purchasing issues and the development of applicable standards and specifications; supervises staff providing printing and mail services for City departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Purchasing Manager is responsible for planning, organizing, managing, evaluating and participating in all activities related to the centralized purchasing of highly varied materials, supplies, services and equipment for City departments. The incumbent is responsible for establishing and administering customer-responsive, cost effective and high quality purchasing standards and procedures that meet all applicable legal requirements. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of purchasing and mail and print shop staff; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance
deficiencies, subject to management concurrence, in accordance with the City’s human resources policies and procedures, Civil Service Rules and labor contract provisions.

3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the City’s mission, strategic goals and core values.

4. Plans, organizes, manages and participates in the City’s centralized purchasing operations; develops or directs the development of formal and informal bids, RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the City’s interests; works with departments to ensure purchase requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints; prepares the most complex and reviews and approves purchase orders and bid packages and specifications; directs and participates in the solicitation, evaluation and award of bids; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions.

5. Develops, implements and manages City-wide purchasing procedures and policies; evaluates new information and trends occurring in other jurisdictions and agencies for possible use in City policies, procedures and future improvements.

6. Makes or directs studies to determine the best sources of supply for standard and specialized purchases; interviews vendors to evaluate products and services and to obtain comparative information for use in developing bid proposals; makes determinations on the renewal of expiring purchase orders, blanket purchase agreements and open purchase orders.

7. Analyzes, develops and monitors supplier performance quality; evaluates and proposes new procurement programs and processes that will improve cost, quality and customer responsiveness; establishes and enforces internal controls and procedures to ensure purchasing activities are conducted in compliance with all City and other legal requirements.

8. Evaluates purchasing strategies, processes and priorities to ensure involvement of minority, women and emerging small businesses in bidding opportunities.

9. Supervises and reviews the work of staff engaged in providing centralized printing services and in the receipt, sorting and delivery of US and interdepartmental mail.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.

2. Principles, practices and techniques of contract administration.

3. Federal, state and local laws, regulations and court decisions governing City purchasing and contracting activities.

4. Typical sources and types of products, commodities and services used by a City government.
5. Principles and practices of public administration, including budgeting and the maintenance of public records.

6. Record keeping practices and procedures related to a purchasing function.

7. Principles and practices of effective management and supervision.

8. City human resources policies and procedures, Civil Service Rules and labor contract provisions.

**Ability to:**

1. Plan, coordinate, manage and evaluate complex work programs of a centralized purchasing function.

2. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.

3. Present proposals and recommended courses of action clearly and logically.

4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

5. Understand, interpret, explain and apply municipal and state law and regulation governing purchasing procedures.

6. Develop and implement sound, efficient, cost effective purchasing and contracting standards, procedures and processes.

7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

8. Exercise sound, expert independent judgment within general policy guidelines.

9. Use tact, discretion and diplomacy in dealing with concerned customers, contractors and vendors.

10. Maintain confidentiality of privileged information.

11. Establish and maintain effective working relationships with City department heads, managers, staff, vendors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, public administration, finance, operations management or a closely related field; and at least five years of progressively responsible experience in purchasing and/or contracting for a variety of supplies, materials, services and equipment, at least two years of which were in a supervisory or management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the City’s vehicle insurance policy.
Professional certification from the National Institute of Governmental Accounting (CPPO) or the National Association of Purchasing Management (CPM) is highly desirable.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

**TESTING STANDARDS**
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