

## Purchasing Manager

### **Position Description**

Position Title:	Purchasing Manager
Department/Division:	Finance/Purchasing
Reports To:	Deputy Finance Director
Classified or Unclassified:	Unclassified
Exempt or Non-exempt:	Exempt
Union or Non-union:	Non-union
Salary Range:	\$65,212 to \$73,345 annually
Civil Service Approval:	N/A

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### **Position Summary**

A Purchasing Manager is in charge of supervising the process of sourcing and purchasing essential materials for a business's operations. Their duties include researching raw materials suppliers and comparing costs, negotiating purchase agreements, and developing inventory controls to identify demand for new materials. Ensure procurement processes and procedures are adhered to at the federal, state, and local levels.

Performs other related work and special projects under the direction of the Finance Director.

This position requires moderate physical exertion. Most of the job is spent sitting, with occasional bending, and some lifting (less than 25 pounds). Certain coordinated finger/limb movement must be performed during the regular work routine. Mature speech and hearing skills are required for telephone contacts and personal contacts. Clear vision is required for use of the computer terminal, for auditing, and posting changes to taxpayer information.

### **Position Qualifications**

1. Graduation from an accredited four-year college or university with major course work in business administration, accounting, or a related field; and experience in purchasing, accounting, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
  - a. Knowledge of municipal purchasing laws, regulations, and procedures
  - b. Ability to communicate effectively, both orally and in writing. Negotiation skills
  - c. Knowledge of procurement software and tools.
  - d. Strong Leadership skills
  - e. Interpersonal skills such as teamwork and good listening skills

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- f. Ability to establish and maintain working relationships with others; must be able to work with vendors in a professional working relationship.

### **Duties and Responsibilities (For Performance Appraisal)**

A Purchasing Manager is responsible for evaluating suppliers and negotiating contracts to achieve the lowest price for high-quality goods. This role may have the following duties and responsibilities:

#### 1. Purchasing

- a. Prepare all bids and RFPs for the City and maintain vendor files for bids.
- b. Verify and electronically approve all Purchase Orders ensuring all requirements, rules, and regulations are met.
- c. Analyze all bids to ensure the product meets required specifications and all state and local policies, rules, procedures, laws, and regulations relating to the purchase of equipment and supplies.
- d. Enforce purchasing policy and procedures in compliance with the City Charter.
- e. Develop specifications, solicit bids and prepare contracts for purchases.

#### 2. Communications

- a. Work cooperatively with colleagues, departments, and vendors.
- b. Act as liaison with vendors and departments.
- c. Develop and maintain contacts with various colleagues in other municipalities, vendors, contractors, and representatives of other procurement activities.
- d. Regularly attend proper Purchasing associations meetings to keep current on industry standards.

#### 3. Miscellaneous

- a. Planning and overseeing the work of Buyers and Purchasing Agents
- b. Hiring and training new staff
- c. Developing an organization's procurement rules and regulations
- d. Establishing guidelines on how often the company gets price quotes for items, the number of bids to accept, and which vendors to consider
- e. Buying goods and services for the company & Discussing contracts
- f. Evaluating quality, price, reliability, technical support and, availability of goods and services

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- g. Other duties as assigned