



Purchasing Manager

Department/Division:	Finance and Administrative Services/ Purchasing
Reports To:	Director of Finance and Administrative Services
Provides Direction To:	Purchasing/Inventory Specialist, Purchasing/Inventory Assistant
FLSA Exemption Status:	Exempt
Date Prepared:	September 3, 2014
City Council Resolution #	

GENERAL PURPOSE

Under administrative direction, plans, manages, and coordinates professional purchasing functions; supervises purchasing and inventory control staff; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Purchasing Manager is distinguished from the Purchasing/Inventory Specialist by its broader responsibility and decision-making authority related to governmental purchasing and reporting practices and its lead authority over technical purchasing and inventory control staff. The Purchasing Manager is accountable for the interpretation of purchasing standards and performs work that is more complex and requires greater judgment than subordinate personnel.

ESSENTIAL FUNCTIONS

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 the class.

1. Analyzes and presents recommendations regarding purchasing policies and practices; indoctrinates staff and disseminates information to departmental representatives regarding standards.
2. Prepares Purchasing Division goals, practices, and standards in consultation with the Director of Finance and Administrative Services.
3. Plans, organizes, and assigns projects and assignments; trains, supervises, and evaluates the work of technical and administrative support staff.

ESSENTIAL FUNCTIONS (continued)

4. Develops purchasing standards and prepares and releases formal bid invitations; posts formal bids on the City's website and ensures posting at various City locations; responds to questions and answers and evaluates and compiles bid responses; confers with staff and recommends award; writes and presents purchasing requests at City Council meetings; conducts kick-off meetings with vendors and City representatives to ensure understanding of contract terms and to set start dates.
5. Purchases vehicles, information systems equipment and services, furniture, complex, and/or more expensive assets; issues requests for informal bids, evaluates quotes, and selects suppliers; reviews and approves purchases made by other staff members.
6. Develops specifications and prepares and releases formal bid invitations; posts formal bids on the City's website and ensures posting at various City locations; responds to questions and answers and evaluates and compiles bid responses.
7. Manages and administers Purchasing Card program; reconciles charges; prepares reports for accounts payable approval and integrates records with financial reporting software.
8. Manages City-wide contracts related to office supplies, leased copiers, and printing services; assists staff with managing contracts such as elevator/escalator maintenance, janitorial services, and pest control services; notifies staff when contracts are approaching expiration dates and assists in writing of specifications; executes services contracts.
9. Initials, writes, and assists staff in writing staff reports for purchases, donations, and ratifications of purchases that include purchase recommendations and contract awards.
10. Requests informal bids, evaluates quotes, and selects suppliers; purchases supplies.
11. Negotiates with other public agencies when selling or donating surplus equipment.
12. Serves as a member of the City's Emergency Preparedness Team; researches and initiates purchases of materials needed for emergencies; completes continuation education and training to meet Federal Emergency Management Agency (FEMA) regulations; ensures that the Manhattan Beach Municipal Code reflects FEMA requirements for purchasing and reimbursement.
13. Manages mail and inventory functions and assures that operations meet productivity, quality, and safety standards.

QUALIFICATIONS GUIDELINES

Knowledge of:

Contract administration principles; principles and practices of governmental purchasing, specification development, and public bidding procedures; contracts award practices related to the purchase of materials and equipment; enterprise resource planning systems related to purchasing practices; warehousing and inventory control methods; Just-In-Time purchasing practices; cooperative purchasing contracts; supervisory principles and evaluation techniques; customer service practices.

Ability to:

Operate computer hardware and modern office equipment and use word processing, spreadsheet, and accounting software; plan, organize and prioritize tasks to meet deadlines; supervise and motivate employees to complete tasks in accordance with established standards; analyze and solve work problems; follow oral and written instructions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, vendors, contractors, consultants, staff, officials, the general public, and others in the course of work; make sound recommendations related to purchasing practices and procedures; prepare staff reports and make presentations.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university in accounting, finance, business administration, or a closely related field is required. Seven years of responsible professional and supervisory purchasing experience is required, preferably involving work with a local governmental agency. Designation as a Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), Associate Purchasing Professional (APP) or Certified Professional Public Buyer (CPPB) is desirable.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries supplies, records, and documents typically weighing less than 50 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet deadlines given interruptions; and interact appropriately with staff, management, consultants, vendors, contractors, public and private representatives, auditors, and others in the course of work; investigate and resolve discrepancies involving financial and accounting procedures.

WORK ENVIRONMENT

The employee works in an office environment with controlled temperature settings.

Occasional driving is required to attend meetings at various City facilities, training and meeting sites, public and private events.