

## PURCHASING MANAGER

### **Job Summary:**

Serves as the Buyer for the City and is responsible for planning, organizing, and managing a comprehensive city-wide procurement program to support compliance with established all applicable laws, regulations and policies. ~~Under the direction of the Director of Finance, manage, control and coordinate all aspects of the centralized procurement of materials, supplies, equipment, purchase of goods, and services and for public works projects for the City Citywide projects~~ (collectively, "Procurement Duties"); ~~manage assigned central services, supplies and reproduction; supervise and evaluate the performance of assigned staff. Procurement duties include overseeing the issuance of RFPs/Invitations for Bids for all City purchasing, including both Ppublic Wworks and non-Ppublic Wworks, and consultations with the Director of Public Works and City Attorney to identify when projects involve prevailing wages and/or participation in a Project Labor Agreement prior to going out for bids.~~

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Serves as the Buyer for the City.
2. Responsible for all aspects (i.e. manage, control and coordinate) of the ~~centralized~~ procurement of materials, supplies, equipment, purchase of goods, and services and for Citywide projects. ~~public works projects for the City, ((collectively, "Procurement Duties").~~
3. Maintain a level of knowledge and proactively collaborate with subject matter experts (SMEs) to identify issues pertaining to capital and non-capital projects, Project Labor Agreements, prevailing wages and other Department of Industrial Relations (DIR) requirements.
4. Manage issuance of RFPs/Invitations for Bids for all city projects. ~~both public works and non-public works projects, and consultations with the Director of Public Works and City Attorney to identify when projects involve prevailing wages and/or participation in Project Labor Agreements prior to going out for bids;~~
5. Manage assigned central services storekeeping operations to ensure adequate levels of supplies and inventory ~~turnover.~~
- 5-6. Act as a resource for City Departments regarding procurement requirements and policies; assist all staff in learning appropriate procurement methods and protocols; and lead the process of evaluating and recommending adjustments to procurement policy and procedures in the best interest of the City, as and when required.
- 6-7. Plan and organize work; determine priorities and distribute workload.
- 7-8. Analyze a variety of management reports related to purchasing; identify trends and problem areas; develop and implement solutions.
- 8-9. Plan and organize ~~departmental~~department/division goals and objectives; analyze results and explain variances to management as directed.
- 9-10. Develop and implement procedural changes; adopt new methods and automated systems to improve ~~departmental~~department/division efficiency and effectiveness.
- 10-11. Sign and approve a variety of financial documents such as purchase requisitions, payments, invoices and bid specifications; review for accuracy and compliance with established purchasing procedures.

- ~~11-12.~~ Prepare City Council agenda items and reports regarding the award of purchase contracts for city-wide materials, supplies, equipment, goods and services. In collaboration with internal requesting departments, will assist with the preparation of City Council agenda items and reports regarding specialized purchase contracts.
- ~~12-13.~~ Interview, supervise and evaluate the performance of assigned staff and recommend discipline of employees.; ~~interview, supervise select and recommend discipline of employees.~~
- ~~13-14.~~ Prepare and manage budgets for assigned areas of responsibility; monitor and approve major expenditures.
- ~~14-15.~~ Assure compliance with established departmental policies, guidelines and procedures; resolve operational and administrative conflicts as needed; coordinate and conduct required training for City staff.
- ~~15-16.~~ Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Bachelor's degree in business, economics, public administration or related field or equivalent. Four (4) years of increasingly responsible experience in the procurement ~~and warehousing~~ of materials preferably for a government entity, including at least two (2) years in a supervisory position.

**Knowledge of:**

- Professional principles, practices and standards of public procurement.
- Budget preparation and management.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- City organization, operations, policies and objectives
- Personal computer software and hardware (i.e. Tyler Munis, PlanetBids, etc.).

**Skill and Ability to:**

- Manage, coordinate and control centralized procurement activities.
- Prepare and manage assigned budgets.
- Plan, develop and implement procedures to increase productivity.
- Analyze complex management reports and take appropriate action.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time-lines.
- Work independently with little direction.
- Plan and organize work.
- Train, supervise and evaluate personnel.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

CITY OF CARSON  
Class Specification

City Council Reso. No.: 21-109  
Bargaining Unit: AME  
FLSA: Exempt

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.