

PURCHASING MANAGER

JOB PURPOSE AND SUMMARY

This is a professional position responsible for supervising the County's purchasing functions including central stores, print shop, mail services, telecommunications, and clerical support. The incumbent insures the development and implementation of purchasing programs which result in economical use of County funds while meeting specific needs for goods and services. The Purchasing Manager works with the Director of General Services to determine department policies and planning strategies. From the broad strategies identified, the incumbent coordinates, defines and adjusts services in the areas of stores inventory, printing and mail. Considerable independent initiative and decision-making are expected in the performance of duties.

The Purchasing Manager reports to the Director of General Services through regular meetings, conferences and written reports. Major program changes envisioned by the incumbent are recommended to the Director of General Services for approval. The incumbent is expected to interact with outside vendors and County employees at all levels within the organization.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Develops and coordinates comprehensive purchasing and stores program for County-wide utilization involving creating new techniques and procedures and monitoring the purchase order system.
- Supervises the operation of assigned areas which include central stores, telecommunications, printing and mail services insuring cost effective and time efficient services to all County departments.
- Coordinates the bid process for goods and services which includes developing quotes, selecting bidders, advertising and distributing bid forms, attending openings, tabulating bids and recommending/approving awards.
- Supervises purchasing clerical support and fist-time supervisors in assigned areas including initiating work assignments, monitoring accomplishments, insuring quality standards of performance, hiring, training, evaluating performance and disciplining employees.
- Evaluate effectiveness of service provision to the County and proposals and implements modifications as may be necessary.
- Assists the Director of General Services in exploring, developing and implementing a broad range of services within the assigned areas of responsibility.
- Prepares and monitors the annual budget for purchasing, printing and mail services.

- Performs related duties as assigned.

QUALIFICATIONS

Bachelor's degree from an accredited college in business administration, public administration or a related field,

- AND -

Two (2) years of progressively responsible experience in purchasing including one (1) year of supervisory experience.

- OR -

Any combination of experience and education which demonstrates the ability to perform the work of the class.

Knowledge of....the principles, theories and practices of purchasing, particularly government purchasing procedures; the application of the principles and practices of supervision and personnel management; methods to analyze commodity requirements, interpret market prices and trends and skill in applying analyses and interpretations to procurement problems; methods and procedures of budget development, justification and control.

Skill in....developing and maintaining purchasing and stores systems and procedures.

Ability to....communicate ideas clearly and concisely, both orally and in writing; deal courteously and tactfully and to establish and maintain effective relationships with County officials and employees and employees of other organizations.

Revised 12/18/95

Office use: 6/22/00