



## PURCHASING MANAGER

Job Code: 532ABE  
Bargaining Unit: SPSO  
Effective Date: 7/1/2010

### Position Summary

Perform managerial work involving the planning, organizing, developing and administering of purchasing for the District.

### Reporting Relationship

Report to the Controller.

### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Plan, develop, administer and direct the purchasing of materials, equipment and related services for the District.

Manage and train the Purchasing Department staff.

Advise District staff on established policy and procedure for compliance with requirements of statutes, specifications, contracts and general purchasing standards.

Communicate and maintain contact with vendors, distributors and manufacturers in order to obtain the best products and services for the District at the best price.

Consult with management staff on cost effective methods in the use of materials, supplies, equipment and services; consult with finance staff on budget, accounts payable and contract interpretation and administration.

Direct an ongoing value analysis program which examines the quality and value of materials, supplies, equipment and services.

Direct the recording and maintenance of purchasing data including specifications, copies of bids, purchase orders, contracts, commodity usage, current vendors and their performance.

Direct the disposal, transfer and sale of surplus and salvage equipment.

Facilitate and coordinate all contracts for the District.

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### **Responsibilities (continued)**

Lead the District's efforts to include disadvantaged businesses in purchases made by the District.

Direct purchasing operations on the financial management system.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Administer the District's Purchasing Card (MasterCard/VISA) program which provides an alternative method for staff to make small purchases directly from vendors.

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

Considerable knowledge of federal, state and local laws relating to purchasing in the public sector.

Considerable knowledge of the methods and procedures utilized in purchasing including preparing specifications, soliciting bids and preparing purchase agreements.

Considerable knowledge of the types, quality and value of materials supplies, equipment and services available in the market and what would meet District purchasing needs.

Some knowledge of modern management theory and practice.

Considerable ability in planning, developing, implementing and directing the purchasing function.

Considerable ability to develop and maintain effective working relationships with elected officials, District staff, and vendors.

Ability to communicate effectively, both orally and in writing.

Ability to supervise and evaluate the performance of staff.

### **Minimum Qualifications**

Bachelor's degree in business or public administration or a related field and seven years of professional level work experience in the purchasing field.