



CITY OF BANNING, CALIFORNIA

Purchasing Manager

Job Code: 1160

FLSA **Exempt** **Non-Exempt**

JOB DEFINITION: Under general direction of the Finance Director, this position is responsible for the supervision and organization of the City's centralized purchasing activities and related work as assigned. Serves as a technical procurement resource for City's Management, employees and the public.

ESSENTIAL FUNCTIONS: *This is a single position class that functions as a division head and is accountable for managing and supervising the day-to-day operations and activities of procurement for the City. The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by this classification. Duties shown are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Supervise the City's centralized purchasing activities. Plan, coordinate, prioritize, monitor and participate in the purchasing of commonly used materials, supplies, equipment and services by the City.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Purchasing Division; identify resource needs, recommend and implement policies, procedures, rules, regulations and ordinances. Assist in the development of City policies and procedures involving the acquisition of supplies or services.

Administer applicable contracts; review and approve purchase orders for completeness, accuracy and compliance with purchasing and budgetary policies and procedures.

Direct, coordinate and review the work plan for the Purchasing Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures. Supervise and train division personnel; assume responsibility for motivating and evaluating assigned personnel and initiating disciplinary procedures as appropriate.

Maintain appropriate work records and documents which may include purchase orders, purchase reports, proposals and other documentation; prepare statistical and /or analytical report on operations as necessary.

Research, analyze and develop diversified and reliable sources of supplies. Establish and maintain contacts and negotiate with vendors; keep informed of new products; and evaluate vendor performance.

Develop specifications, contracts, bonding requirements, purchase orders and other documents as necessary.

Develop and implement formal and informal bidding policies; develop bid documents and specifications; conduct public bid openings; analyze bids against specifications and prepare bid analysis; compose and prepare staff reports; and recommend and/or award contracts or purchases in accordance with all laws, City Ordinances and policies.

Stay abreast of current and long-range trends in the field of purchasing and supply; attend seminars and professional meetings as is necessary.

Develop and administer the budget for the Purchasing Division; monitor and approve expenditures; recommend adjustments as necessary.

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Coordinate purchasing services with other City departments, divisions and outside agencies. Serve as a technical resource to other departments; assist departments with budget estimates for the purchase of materials and equipment. Assume responsibility as liaison between vendors and City departments relative to procurement activities.

Performs other duties as assigned or required.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative policies and other operational guidelines and directives for purchasing for a municipality.
- Modern and complex principles and practices of governmental purchasing, and methods and techniques of statistics.
- Methods and techniques for report preparation and writing and record keeping.
- Principles of supervision, training and performance evaluation.
- Principles of contract negotiation and administration.
- Principles of budget preparation and control.
- Safe driving principles and practices.
- Modern office practices, methods and computer equipment.

Ability to:

- Manage and coordinate the work of technical and administrative support personnel.
- Select, train, supervise and evaluate staff.
- Effectively handle a variety of assignments simultaneously.
- Analyze and evaluate data and prepare comprehensive reports and studies.
- Communicate clearly and concisely.
- Plan, organize and coordinate the City's purchasing operations.
- Prepare oral presentations and written reports.
- Work independently.
- Establish and maintain effective working relationships.

Skill to:

- Operate computer and applicable software.
- Effectively operate a motor vehicle on City streets.
- Market conditions, current prices, trade names and brands relating to purchasing for a municipality.

MINIMUM QUALIFICATIONS: Any combination of education and experience that provides the knowledge, skills and abilities necessary for a Purchasing Manager. Ideally the required qualifications include possession of a Bachelor's or Associate's degree in Business Administration, Accounting, Marketing, or a related field **AND** three (3) to five (5) years of experience in governmental and/or professional purchasing, including one year in a supervisory capacity.

LICENSE/CERTIFICATE: Possession of a valid class "C" California driver's license is required. A Certified Purchasing Manager (CPM) certification is highly desirable.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.