CITY OF LOS BANOS
Job Description

POSITION TITLE	PURCHASING MANAGER
DEPARTMENT	FINANCE
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To plan, organize, direct and supervise the City's purchasing functions, assigned activities with other divisions, outside agencies, and the general public; purchase materials, supplies, and equipment; process request for proposals, request for bids, and request for qualifications; negotiate and administer designated service and maintenance contracts; research and analyze a variety of technical and specialized products and/or services; provide assistance to and act as a procurement advisor to City Departments.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Finance Director. Exercises direct or functional supervision over assigned professional, technical, and clerical support personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in the development and administration of the City's purchasing functions and the performance of a variety of related duties.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of the City's purchasing system; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Oversee and coordinate purchasing of supplies, materials, equipment, and services in accordance with the City's purchasing ordinance, policies, and guidelines and consistent with the requester's specifications.
- Contact supplier/vendors to obtain competitive price bids; determine availability, terms and delivery schedule regarding specific requisitions; evaluates quote/terms; and recommends action.
- Serve as the primary resource to City staff regarding all aspects of the purchasing process; advising on purchasing policies and processes; assisting in the preparation

of specifications and purchase orders, researching specialty products and/or services; and gathering data and providing alternatives.

- Advises and provides technical support in the administration of the Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotes (RFQs) process and specifications; reviews and recommends updates and changes.
- Provide training to City staff in all facets of purchasing policies, procedures, and processes/systems; review requisitions, review and approve purchase orders, review, approve, and amend contracts in contract module to ensure completeness and compliance; develop and/or modify forms and processes for maximum efficiency and effectiveness.
- Research, negotiate, and oversee designated service maintenance contracts/agreements; administer and monitor contractual purchasing terms and obligations on an on-going basis; perform on-site inspections and/or workplace reviews to ensure compliance with agreement.
- Develop and prepare contracts as assigned; process paperwork and forms; and resolve discrepancies and problems regarding price, delivery, and/or condition.
- Coordinate or assist in ordering stock items, supplies and materials according to pre-established minimum quantities; maintains inventory levels, substitutions, equivalents, delivery schedules, and vendor issues.
- Stay informed of new products and services available; research and develop new sources and/or potential sources of supplies, materials, and services; attend professional and industry trade shows, conferences, and workshops.
- Assist in the maintenance of City's fixed asset inventory; tagging items to the appropriate division; assisting in the tracking and monitoring the movement of fixed assets; and participating in the disposition of surplus and/or obsolete items.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner
- Enforce internal controls to ensure governmental policy and regulations are met.
- Maintains the City's purchasing card system.
- Monitors developments in the procurement field and recommends improvements to policies and procedures.
- Develop and update procedural manuals and documents for procurement activities
- Provide staff assistance to the Finance Director; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Builds and maintains positive working relationships with City employees, vendors, suppliers, the public, and others contacted in the course of business using principles of good customer service
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of procurement, including competitive bidding procedures in a public agency setting;

- Principles of business administration and economics as applied to the procurement function;
- Principles and practices of purchasing methods and procedures and techniques of specification writing.
- Pertinent federal, state, and local codes, laws, and regulations including those applicable to informal bidding procedures and purchasing operations.
- Extensive knowledge of generally accepted purchasing and contracting principles, policies, procedures and legal requirements.
- Principles of management, training, and performance evaluation.
- Types and sources of materials, supplies, services, and information on economic conditions, industry trends, commodity pricing methods, discounts and price differentials.
- Terminology used in the ordering of supplies and equipment commonly used by the various City departments.
- Storeroom practices and stock record systems.
- Proper methods of establishing specifications.
- Computers and associated software programs for spreadsheets and correspondence.

Skill to:

- Analyze and relate requisitions to current and future needs of operating departments and make appropriate recommendations;
- Analyze historical expenditures by type and supplier to determine sourcing and leveraging opportunities;
- Read and interpret procurement requests, plans, drawings and technical specifications;
- Draft commercial contracts elements utilizing template agreements approved by the legal staff;
- Perform accurate basic mathematical functions.
- Maintain accurate records and files;
- Interpret and explain pertinent laws and City and department policies, regulations and procedures.
- Translate user requirements into appropriate specifications;
- Analyze technical or complex procurement problems and reaching sound, independent conclusions;
- Train others in work procedures;
- Use computers, computer applications, and related computer software.

Ability to:

- Prepare contracts, bid documents, specifications, using templates approved by Departments and legal staff.
- Plan and schedule buying activities consistent with both economy and service.
- Interpret Federal, State, and municipal laws, regulations, ordinances, and guidelines.

- Manage, direct, and coordinate the work of staff.
- Select, manage, train, and evaluate staff.
- Maintain confidentiality of a wide range of sensitive information.
- Make sound judgments as to quality and quantity of supplies purchased in relation to use.
- Communicate effectively, both orally and in writing.
- Prepare clear and concise specifications and reports.
- Examine and verify a variety of financial documents and reports.
- Buy effectively, considering price, service, quality and delivery.
- Maintain high ethical behavior in regard to procurement profession standards;
- Establish and maintain effective working relationships with City staff, vendors, and the public.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Bachelor's degree from an accredited college or university with significant course work in Finance, Supply Chain Management, Business Administration, Public Administration, or related field.

Experience:

Three years of local governmental purchasing experience, with at least one year of supervisory experience.

Licenses and Certifications:

Possession and maintenance of a valid California driver's license, or the ability to arrange reliable and timely transportation through private or public transportation for attendance at work, off-site work, events, and trainings.

Desired Qualifications:

Considerable experience and knowledge in governmental purchasing law and procedures.

Accreditation as a Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) is highly desirable.

ADDITIONAL INFORMATION

Physical Requirements:

On a continuous basis, sit, stand, bend, squat, climb, kneel, or twist to work in a standard office setting or reach equipment or when in the field; perform simple and power grasping and fine manipulation to operate a keyboard, office equipment, and audio, visual, or recording equipment; speak, write, see and hear with sufficient acuity to perform essential job functions; lift and carry supplies and equipment weighing between 10 and 25 pounds

Working Environment

Work is performed primarily in an office environment with periodic attendance at off-site meetings, citywide facilities and other off-site locations. The position may require travel and occasional evening or weekend hours.

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