

CLASS TITLE: PURCHASING DIRECTOR

PURPOSE OF THE CLASSIFICATION: Under general direction manages the Purchasing Division of the Finance Department to strategically leverage the City's procurements, identify cost savings, and employ operational procedures that align with the City ordinance and industry best practices, increase transparency, and reduce time to issue POs or contracts, providing departmental support and process improvement as needed, and performs other related required duties.

ESSENTIAL TASKS:

- Designs and implements procurement processes to comply with City ordinances and utilize industry best practices, to achieve the best value for procurements that contribute to operational goals
- Manages procurement of supplies, equipment, and services ensuring that open, transparent, and competitive processes are utilized wherever possible for the procurement of supplies, equipment, and services for all user Departments
- Provides guidance for all departments on purchasing related functions, develops and delivers trainings for customer departments and vendors, and reviews and advises on updates to relevant policies, procedures and ordinances
- Oversees Procurement, Contracting, P-Card, Surplus, Warehouse, Inventory Control, Logistics, and some Administrative functions of the Finance Department maintaining compliance with all relevant regulatory requirements
- Plans, assigns, coordinates and supervises subordinates engaged in purchasing functions in the Finance Department
- Evaluates and advises in resolution of conflicts with bidders and vendors, and needs of user departments as well as issues arising from legal matters related to procurement
- Chairs and coordinates Standards, Specifications, and Awards and Public Works Bid Committee meetings
- Increases clarity, transparency, standardization, and accountability around procurement processes to reduce the contracting timeline, lower costs, increase competition, and expand supplier diversity opportunities
- Ensures user Departments' needs are met timely and at the best value available
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, public administration, or a related field, and eight (8) years of progressively responsible experience in procurement of supplies, services and equipment, including a minimum of five (5) years of experience in contracting and administration, and a minimum of three (3) years of experience in management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge in procurement, especially in a public entity and associated policies, regulations, and laws; considerable knowledge of purchasing practices and principles; and considerable knowledge and skills in managing people in a fast paced and challenging environment. Ability to handle complex, potentially controversial, situations with internal and external customers of the Division in a manner that avoids and resolves disputes; ability to maintain an even, positive approach in response to challenging situations, while in alignment with the Division's overall goals; and ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Significant skills handling financial transactions, budgets, and contract terms; excellent verbal and written communication skills; excellent reading comprehension and research skills; skills negotiating contracts for large, complex procurements; skills and knowledge in sourcing and markets for supplies, equipment, and services; and skill in creativity and process improvement.

Page 2 (continued from Purchasing Agent)

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to five pounds; may be subject to walking, standing, sitting, bending, kneeling, crawling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of Professional Procurement Certification from National Institute of Governmental Purchasing (The Institute for Public Procurement) or Institute for Supply Management preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1091

EEO Code: E-01

Pay Code: EX-52

Group: Fiscal

Series: Purchasing and Stores

Effective date: April 28, 2021