

PURPOSE OF THE CLASSIFICATION: Under general direction of the Purchasing Director, is responsible for overseeing the procurement and negotiation process for highly technical, complex and sensitive purchases and annual contracts involving materials, equipment, and services, including serving as the lead for assigned staff of buyer's and purchasing coordinator's; and performs other related assigned duties.

ESSENTIAL TASKS:

- Lead assigned Buyers through coaching, mentoring and reviewing work to ensuring that procurement and administration duties are performed in accordance with applicable City Ordinances, policies and procedures, and state and federal laws
- Researches, determines, develops and executes the appropriate competitive process and issue solicitations and contract documents in accordance with applicable City Ordinance, policies and procedures, federal and state laws
- Communicates with City departments to ensure specifications are accurate and biddable, prepares written specifications on various materials to be purchased
- Communicates with vendors to solicit responses, clarifies specifications, conducts bidder conferences and bid openings, tabulates and evaluates bids, negotiates major purchasing contracts for all City departments, recommends awards, and mediates vendor disputes
- Provides exceptional customer service to internal and external customers and vendors, effectively communicating with customers to solve issues and respond to inquiries, maintaining awareness of new trends and developments in the procurement field, ensuring processes, policies, and practices are interpreted and applied consistently and effectively, and ensuring accountability and compliance with all current and applicable state and federal laws, City Ordinance's, policies and procedures, rules and regulations
- Makes recommendations of management regarding products and services and available sources of supply by conducting regular market research
- Performs contract administration, including but not limited to, assisting departments in monitoring contractor compliance with contract specifications, monitoring contractor expenditures, reviewing claims, and ensuring timely submission of reports
- Assists the Purchasing Director in developing and implementing purchasing procedures, advising City personnel on the City Purchasing Ordinance, policies and procedures, state and federal law, provides technical guidance and training to City staff and vendors, and represents the City at public and private sector meetings to explain the functions, procedures and legal guidelines concerning City purchases and contracts
- Processes, records and edits requisitions and purchase orders, coordinates and approves purchases and sales, including the sale and disposal of City owned surpluses
- Act as Interim Purchasing Director during the Director's absence
- 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: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Five (5) years' experience in a field relevant to the essential tasks listed in this job description;
or,

2. (a) Completion of one hundred and twenty (120) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Three (3) years' experience in a field relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of procurement practices and resources
- Considerable knowledge of modern office practices and procedures
- Knowledge of statutes, charters, and ordinances as they relate to public purchasing and the purchase of commodities
- Good knowledge of sources of supply, markets, and price trends
- Knowledge of economics, business law, accounting, warehouse receiving practices and contract procedures
- Knowledge of the methods for analyzing and grading supplies and materials
- Knowledge of the principles of volume buying

Ability to:

- Considerable ability to communicate effectively across a diverse customer base
- Ability to develop a team and to work cooperatively with others
- Ability to coach, mentor, and train team members
- Ability to prepare specifications for equipment and materials
- Ability to compare and analyze competitive bids
- Ability to plan, organize and review the work of a small staff performing purchasing work
- Ability to prepare specifications for volume purchases of equipment, materials and services
- 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.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to 10 pounds; occasional pushing up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Certified Public Procurement (CPP) certification through the National Institute of Governmental Purchasing or Certified Public Procurement Buyer (CPPB) is *preferred*.

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

EEO Code: E-02

Group: Fiscal

Series: Purchasing and Stores