

PURCHASING MANAGER

DEFINITION

Under direction, plans, organizes, directs and controls purchasing operations and activities for the County and its Departments; responsible for directing purchases of materials, supplies, equipment and resources, conducts fiscal management and auditing of budget related to purchasing and the General Services Agency budgets; prepares reviews and issues requests for proposals for contracts relating to County operations, and negotiates and monitors approved contracts; prepares the annual GSA budget and monitors the monthly revenue and spending patterns of the Department; Manages and directs support for County vehicle and fleet operations; Directs and performs cost accounting and/or oversees preparation of cost reports; The position supervises and evaluates the work of the purchasing, fiscal and administrative staff within the Department.

DISTINGUISHING CHARACTERISTICS:

This single position classification reports to the General Services Director, and is responsible for managing and directing County-wide purchasing operations. The position is also responsible for fiscal operations, fleet management and support, and budget preparation and monitoring in the General Services Agency. The class is distinguished from that of General Services Director by its focus on purchasing, contracts process, fleet management and budget activities, and by the latter's responsible for managing and direction the entire operations of that agency.

CLASSIFICATIONS SUPERVISED

This classification exercises direct supervision over assigned purchasing, fiscal and administrative staff.

EXAMPLES OF DUTIES:

- Plans, organizes, directs and controls the purchase of services, supplies and equipment for all County Departments.
- Reviews centralized and more complex specific purchasing matters, and directs preparation of purchase orders, RFP's.
- Resolves difficult or complex purchasing contracts and purchase orders.
- Reviews technical requirements, reports and processes generated by other staff, and makes administrative and technical decisions as to conformity to process, legal requirements for purchasing, and the goals and objectives of the County purchasing program

- Responsible for fiscal operations of the General Services Agency. Department.
- Develops purchasing, contracts, and fiscal policies and procedures for the Department and insures they are consistent with County policies.
- Establishes and maintains internal accounting controls for the General Services Agency.
- Manages and directs support for fleet and motor pool operations, record-keeping, and related registration, insurance and accident processing.
- Meets with Department Heads and other agency staff to plan and resolve purchasing matters to ensure process works smoothly and timely.
- Trains, evaluates, and supervises subordinate staff in purchasing, contracts, RFP's and budget and fiscal matters.
- Evaluates and determines the relative priorities of the procurement and materials purchasing processes.
- Performs cost accounting, cost allocations, and cost reports for covered programs and departments.
- Prepares the annual GSA budget(s) in collaboration with the Agency Director; monitors the budget(s) on a monthly basis and keeps the Agency Director informed on the status of revenue and expenses.
- Prepares deposits from permit receipts, tracking revenues and posting revenue to appropriate accounts.
- Gathers supporting documentation for budget changes and new requests.
- Responsible for supervision of and preparation of department payroll.
- Serves as a liaison for the Agency with other organizations and outside agencies related to funding and fiscal matters.
- Serves as department liaison with the County Auditor's Office, Outside Auditors, State Auditors and Federal Auditors.

- Oversees the accounts payable, cash management, budget modification, special funding reimbursement programs, invoicing, and financial assessment processes.
- Negotiates and prepares Requests for Proposals, contracts, and contract amendments; monitors progress of executed contracts.
- Prepares and submits activity reports and reports required by other government agencies.
- Maintains, prepares, and submits payroll documents and records.
- Oversees the information management activities in the Department; serves as department liaison on new technology issues and projects.
- Prepares various management reports to assist in making operational decisions re: productivity, budget, etc.
- Composes and compiles correspondence, informational material, and documents.
- Operates computers to maintain and update files and databases; generates computer reports.
- Assumes responsibility for day-to-day office administrative work, functions, and services through scheduling and coordinating Department staff under assigned direct supervision.
- Performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS and WORKING CONDITIONS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Laws and state and County policies and regulations regarding the purchasing of equipment, supplies and materials for a public agency;
- County policies, rules, and regulations.
- Operations, services, rules, policies, and procedures of the Agency;
- Applicable state guidelines and regulations relating to the operations and management of the Agency.
- Principles and practices of purchasing and budget development administration and control.
- Principles and practices of grant development and administration.
- Fiscal analysis and statistical techniques.
- Software applications related to fiscal work.
- Methods and techniques of establishing and maintaining filing and information retrieval systems.
- Purchasing methods and procedures.
- Principles and practices of account and statistical recordkeeping.

- Supervision, training, and performance evaluation.
- Principles and practices, rules and regulations of general accounting.
- Rules on confidentiality of records and file maintenance.
- Methods and techniques of preparing financial reports, statements and records.
- Methods and techniques of evaluating and auditing programs.

Ability to:

- Perform a wide variety of complex and specialized purchasing management and fiscal support work;
- Perform governmental cost accounting and budgeting duties.
- Supervise, train, and evaluate the work of assigned staff.
- Delegate assignments to subordinate staff.
- Develop and implement purchasing, financial controls and administrative processes.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Agency's fiscal operations.
- Gather, organize, analyze, and present a variety of financial data and information.
- Communicate the information to the Director, special committees and the other interested parties.
- Prepare, clear, concise and accurate financial records and reports.
- Use a personal computer and appropriate software for word processing, recordkeeping, and fiscal functions.
- Effectively represent the County and the Agency in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Training and Experience: Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Coursework in accounting, finance, business administration, or related field.
A bachelor's degree is preferred.

Experience:

Three (3) years of increasingly responsible experience performing a variety of complex purchasing, fiscal duties and technical support responsibilities, preferably in a governmental setting.

Special Requirements:

Possession of an appropriate, current, and valid California Driver's License issued by the Department of Motor Vehicles.