PURCHASING & CONTRACT SERVICES MANAGER

DEFINITION
Under general supervision, analyzes, establishes, recommends and maintains procedures for the purchase of supplies, equipment and services for the City.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Analyzes, establishes, recommends and maintains procedures for the purchase of supplies, equipment and services for the City;
- Researches and procures supplies, equipment or services at lowest cost for the City;
- Prepares and completes bid packages;
- Maintains vendor files according to commodities; reviews, recommends and approves departmental purchase requests; prepares performance evaluations for assigned staff.
- Oversees warehouse operations including reviewing stock demands, recording purchases and distributions and updating inventory control;
- Corresponds with City departments and vendors regarding purchasing procedures and identifying needs for supplies or materials;
- Answers questions regarding purchasing policies and procedures;
- Prepares and reviews staff reports; monitors and reviews trends in supply, joint and online purchasing opportunities and recommends operational and policy improvements;
- Researches, identifies and negotiates pricing, terms and delivery with suppliers.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public purchasing, inventory control techniques and principles, purchasing policies and procedures, and of the principles of management principles, practices and methods;
- Skilled in working within deadlines to complete projects and assignments, providing and following oral and written instructions and establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing using standardized English, and to perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor's degree from a four-year accredited college or university in Business Management, Finance, Accounting or related field AND five (5) years experience in purchasing and vendor contract negotiations including two (2) years at a supervisory level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a Certified Purchasing Management Certificate.