City of Irving Job Description

Purchasing Manager

FLSA Status:	EXEMPT	**Job Department:**	Financial Services
Job Code:	17101	**Reports To (Job Title):**	Controller

PURPOSE

To manage and direct the activities, operations and personnel of the Purchasing Division including the p-card program, informal and formal bids, RFPs, RFQs, city auctions and cooperative purchases, issuing Administrative Award numbers, and coordinating purchasing agenda items for City Council approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Solicit formal and informal bids and RFPs for city departments including preparing and reviewing specifications, attaching standard documents to complete the bid package, contacting prospective vendors, posting the bid on the city's Web site, conducting pre-bid and bid opening meetings and preparing the award to meet user department needs
- Conduct pre-bid meetings and site visits related to open bids; address vendor questions regarding projects and purchases; develop and post addendums in response to questions.
- Oversee and participate in bid openings according to established bid schedule; ensure results are posted on city Web site; declare bids non-responsive when established bid criteria are not met.
- Prepare Agenda Items for each City Council meeting; assemble the AIS summaries for designated purchase awards, cancellations and change orders; write the resolution and attach related documents including vendor performance information, cost/benefit analyses and recommendation memos from the customer department; attend related meetings as appropriate.
- Consult with city departments regarding procurement needs and provide recommendations regarding the best approach in acquiring necessary goods and/or services.
- Supervise staff assigned to the purchasing division to include advertising, interviewing and selecting persons to fill vacancies, training staff, and administering personnel actions including discipline, conducting performance appraisals, managing schedules and leave and processing terminations.
- Participate in the bid evaluation process for city-wide bids assigned to purchasing, evaluation committees for best-value bids and proposals; provide guidance to departments in reviewing bids.
- Review vendor agreements and contracts; ensure all signature, insurance and bond requirements are met.
- Review and approve purchase orders according to city policy requirements.
- Train city employees regarding the p-card program and purchasing policies and procedures; provide technical expertise and support with program software and the BANNER financial system.
- Oversee and implement the city's M/WBE (minority and women business enterprise) program to ensure maximum competitiveness and advantageous pricing for the city.
- Administer city auctions for seized vehicles and retired capital items to ensure proceedings meet state purchasing law and city policy; ensure deposits are processed properly.
- Direct and participate in the development of the division work plan including assembling and managing the budget; oversee technical and soft skills training of all purchasing staff.

- Develop and update internal operating procedures and policies to ensure high levels of productivity, high quality work products, and compliance with State Purchasing Law.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in additional projects including Six Sigma analyses as assigned.
- Oversee responses to open records requests.
- Respond to inquiries from internal and external auditors clarifying purchasing processes and procedures and/or researching and compiling data as requested.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 6 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Develops and Administers division budget of approximately $650,000
- Responsible for oversight of city-wide purchasing volume of just over $20,000,000.
- Directly oversees and administers approximately $450,000 in contracts for purchases that apply to city-wide operations, as well as revenue contracts generating approximately $260,000.

QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree in business administration with an emphasis on procurement, financial systems or other related field.

EXPERIENCE

- Four (4) years of directly related public sector purchasing experience including at least one (1) year of supervisory responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

- An appropriate, valid Texas driver's license
- Certification in public purchasing procedures would be beneficial.

KNOWLEDGE OF

- Municipal Purchasing: Laws, policies, and procedures for municipal real property purchasing and procurement.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Information Organization/Synthesis: Finding ways to structure or classify multiple pieces of information. This includes evaluating and integrating data into useful information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Mechanical/Technical: Safely operating diverse equipment including computers, copiers, fax machines, calculators, cameras, and paper shredders.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately entering information using computer keyboard.
- Interactive Presentation: Effectively presenting information to groups and respond to questions.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Reading Comprehension: Reading and interpreting documents.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Executive Report Generation and Comprehension: Reading and writing high level management reports and other documents regarding assigned operations. This includes creating (and reading) a variety of documents and reports with data, charts, and other information.
- Performance Metrics Utilization: Reviewing and communicating performance and results in order to provide effective feedback.
- Presentations: Preparing and delivering presentation materials.

GUIDANCE RECEIVED

Priorities and Policies
Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Vendors, Department directors, managers, individual contributors and support staff

EQUIPMENT AND PROPERTY

Uses the full scope of general office equipment including computers, copiers, and fax machines; operates a vehicle to drive from one work site to another.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to see and sit. Frequently, s/he is required to carry, drive a vehicle, lift up to 25 pounds, pull, push, reach, stand, stoop, talk, and/or walk. Occasionally, s/he must carry, climb, kneel, and/or smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to confining work space, a dirty environment, and/or extreme temperatures or weather conditions. The noise level in the work environment is usually quiet.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.