

CITY OF LINCOLN PURCHASING MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, directs and manages the activities of the Central Services Division, including citywide purchasing of goods and supplies, contract administration, inventory maintenance, building maintenance, and insurance services; provides responsible technical support to the Director of Support Services and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Purchasing Manager

The **Purchasing Manager** is the management level class within the purchasing series that is responsible for directing the day-to-day purchasing activities. This classification is distinguished from the next higher classification of in that the latter is responsible for overall management of the department.

SUPERVISION RECEIVED/EXERCISED:

Purchasing Manager

Receives administrative direction from the Director of Support Services. Exercises direct supervision over purchasing personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops and maintains city-wide purchasing procedures based on California State Government Code and City of Lincoln Municipal Code regulations and requirements; provides training to other City staff as required.
- Develops and maintains citywide purchase order procedures and purchase order entry system; coordinates and approves City purchase orders as assigned; maintains the purchase order module using financial management system software.
- Manages CalCard process with designated bank; maintains CalCard system; reviews accounts for fraudulent purchases; updates spending limits when requested.
- Maintains contact and negotiates with vendors; evaluates vendor performance; processes claims with vendors for damaged materials and shortages; monitors invoices for accuracy when applicable; reconciles discrepancies with shippers and suppliers; obtains credit where appropriate.
- Oversees the purchases of goods and supplies for all City departments; reviews purchase specifications; obtains, analyzes, compares, and prepares requests for quotations and invitations for

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bid; interviews vendors and determine sources of supplies; researches new sources of supply; keeps informed of new products.

- Develops and maintains citywide consultant contract and service agreement procedures; provides training to City staff on contracts and service agreement procedures as needed.
- Oversees and encumbers contract and service agreements using financial management system software.
- Oversees the generation of consultant services contracts and service agreements citywide; maintains databases of all contracts and agreements; scans all contracts and agreements.
- Oversees inventory of City assets including infrastructure, buildings, building contents, property, vehicles, and equipment with staff in the Finance Division.
- Develops the annual procurement budget; provides estimated costs for assigned contracts, insurance services and other assigned programs; monitors budget expenditures.
- Recommends the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Directs and coordinates activities with other City departments and with outside agencies; organizes meetings between vendors and appropriate City staff; arranges demonstrations of vendor products; consults with departmental representatives relative to special projects, purchasing needs, procedures, complaints and special problems.
- Maintains liaison with other departments on matters relating to substitutions, equivalents, delivery schedules and vendor problems.
- Directs the disposition of surplus property and equipment, materials, services and supplies.
- Establishes effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Purchasing Officer I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Purchasing Manager

Five years of increasingly responsible purchasing experience in a public agency is desirable, and a bachelor's degree with major study in business administration or a related field. A Masters degree is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Basic purchasing procedures and practices of public agency procurement; price and cost analysis techniques; materials, supplies, and equipment typically used in municipal services and sources for such products; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Evaluate quality and price of products to judge suitability of goods and alternatives offered; organize and direct procurement operations; develop new sources of supply; analyze, evaluate and modify purchasing methods and procedures; prepare and administer a budget; gain cooperation through discussion and persuasion; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

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Skill to:

Operate an office computer and a variety of word processing, spreadsheet database and other software applications.

Salary Range: Refer to Mid-Management/Confidential Salary Schedule

FLSA: Exempt

Employee Group: Mid-Management/Confidential Group

Effective: July 1, 2017