



Purchasing Manager (1030)

FLSA Status: Exempt

Pay Grade: 18

Safety-Sensitive: No

Purpose

The purpose of this classification is to manage and coordinate the procurement of supplies, services, and equipment for all County departments in compliance with local, state, and federal purchasing and contracting policies, procedures, rules and regulations.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Coordinates and implements purchasing operations for the County: ensures adherence to established purchasing policies and procedures and with local, state and federal public procurement regulations and requirements; ensures the County obtains commodities and services which are high quality, meet organizational needs, and at the best price.

Evaluates requests for goods and services: discusses product or service requirements with requesting department; researches technical information; assists with developing specifications; and determines most appropriate method of procurement.

Administers all aspects of bid processes: prepares invitations for bid; develops notices and advertisements and places same with newspapers and other publications; analyzes, evaluates and tabulates bids; checks references on potential contractors; and makes recommendations or selects vendor or contractor.

Processes purchase requisitions and purchase orders: receives and reviews purchase requisitions from County departments; verifies accuracy, completeness and compliance with established policy and procedures; issues purchase orders; assigns purchase order numbers; enters and updates purchase orders into computer database; returns purchase orders to requesting department; and closes purchase orders as needed.

Administers contracts and agreements: participates in contract creation and negotiation; composes and revises agreements, contracts, and related documents; leads and facilitates any required planning and negotiating sessions with user departments and suppliers; issues purchase order for approved contracts; ensures awarded vendor complies with bid specifications, such as pricing, delivery schedule, warranty, packaging, etc.

Provides guidance and direction to County departments regarding procurement policies and procedures: answers questions regarding Requests for Proposal, Requests for Bid, purchase requisitions and purchase orders, procurement thresholds, and related issues; provides advice and makes recommendations; and assists with preparing agenda items for presentation to the Board of Commissioners.

Monitors current inventory of fuel: orders additional fuel when levels do not meet established levels; communicates with Fleet Maintenance regarding orders; generates fuel reports; encodes and issues fuel cards to County employees as needed; and orders additional fuel cards as needed.

Coordinates the disposal of surplus and obsolete items: compiles list of surplus or obsolete items from County departments; gathers required documentation and records; coordinates with County departments regarding preparation and delivery of items for sale; coordinates sales with auction vendor; records proceeds from sale/retirement of assets; and forwards proceeds to Finance.

Communicates with vendors and suppliers: researches vendors, suppliers, and market conditions; attends and evaluates presentations from vendors; answers questions from vendors and suppliers regarding County policies and procedures, procurement laws, and other issues; and maintains comprehensive list of contact information vendors and suppliers.

Maintains current knowledge of supply sources, product developments, contract availability, and of regulations, policies and procedures for governmental procurement; evaluates and interprets market trends and business situations that impact contract and procurement administration; and makes recommendations to adequately address needs.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Business, Purchasing, Supply Chain Management, or a related field required; supplemented by three years of experience of professional level procurement in a government setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019