



PURCHASING OFFICER			
DEPARTMENT:	FINANCE	CLASSIFICATION:	EXEMPT/AT WILL - MID-MANAGEMENT
CREATED/UPDATED:	MARCH 2020	PAY GRADE:	44

JOB SUMMARY

Under the direction of the Budget Manager, performs professional purchasing and procurement work, including centralized purchasing of materials, services, supplies, and equipment, ordering and accounting for inventory and supplies; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Director of Finance in areas of expertise; and performs related duties, as assigned.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Budget Manager. This position does not have any supervisory duties.

ESSENTIAL DUTIES

Manages, directs, organizes, and participates in all activities related to the City's purchasing function, including the purchasing of materials, equipment, and services and the warehouse/inventory functions; manages the disposal of surplus, salvage, and/or obsolete items.

Procures supplies, materials, services, and equipment for the operation of the City, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.

Makes recommendations for modifications in procurement policies and ordinances as appropriate.

Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability.

Supervises and participate in the annual physical inventory of the warehouse, as well as the monitoring of inventory levels.

Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.

Reviews and approves contracts and purchase orders; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.

Supervises and participates in the development of bid specifications and requests for proposals; solicits and analyzes bids; completes bid distribution and opening.

Provides information to departments requesting status of requisitions and anticipated delivery dates.

Verifies availability of budgeted funds for the purchase of equipment, supplies, and services.

Confers with department representatives to determine purchasing needs, specifications, and areas of standardization.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing; researches emerging products and enhancements and their applicability to City needs.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, business administration, business administration, purchasing, accounting, or a closely related field.

Experience:

A minimum of four years of increasingly responsible purchasing, inventory control, administrative and/or analytical experience.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of public agency finance, including central purchasing, inventory, and central store functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations.
- General principles and practices of data processing and its applicability to purchasing and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal purchasing operations.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.

- Plan, direct, manage, and oversee a comprehensive public agency purchasing program.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

SPECIAL REQUIREMENTS

- Incumbents must be bondable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.