

**CLASS SPECIFICATION**  
**Purchasing Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, provides leadership in the development, implementation and oversight of Citywide procurement policy, processes and programs, which support the inclusion of minority, women and emerging small businesses; manages, directs through subordinate supervisors and participates in a centralized procurement program for a wide range of services and sustainable goods; provides consultation and technical assistance to City offices and bureaus on procurement issues and the development of applicable standards and specifications; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for managing, directing and integrating procurement and contractor development programs associated with the centralized procurement of a wide range of goods and services in support of City service delivery requirements. The incumbent is expected to exercise significant discretion in achieving the Council's goals and objectives of sustainable procurement and inclusion of minority, women and emerging small businesses. The Purchasing Manager is responsible for establishing and administering through subordinate supervisors customer-responsive, cost effective and high quality procurement standards and procedures that meet all applicable legal requirements. This work requires considerable acumen and perception in dealing with a broad and diverse customer group.

Purchasing Manager is distinguished from other management classes by the incumbent's responsibility for managing procurement programs, activities and resources and developing policies and standards for assigned programs that accomplish the business objectives of the Purchasing Bureau's customers and also reflect the City's mission and values.

Purchasing Manager is distinguished from Procurement Supervisor and Contract Development Supervisor in the two latter classifications report to the Purchasing Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned staff through subordinate supervisors; with subordinate supervisors develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to

achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with subordinate supervisors to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, manages, directs and participates in the City's centralized purchasing operations; develops or directs the development of formal and informal bids, RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the City's interests; works with departments to ensure purchase requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints; directs and participates in the solicitation, evaluation and award of bids; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions.
5. Designs, develops, implements, reviews, revises and manages, in collaboration with internal and external advisory groups as well as the Mayor's office, City-wide programs to support the inclusion of minority, women and ESB firms in City contracting activity and minority and women workers in the construction trades.
6. Plans, organizes, manages, directs and participates in the City's contracting operations related to the Fair Contracting and Employment Strategy, which includes Good Faith Effort (GFE), Workforce Training & Hiring, and Sheltered Market (SMP) Programs; provides technical assistance for minority, women and ESB firms, including coordination of the Mentor Protégé Program; works with City bureaus to ensure contract requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints.
7. Develops, implements and manages City-wide procurement procedures and policies and programs; evaluates new information and trends occurring in other jurisdictions and agencies for possible use in City policies, procedures and future improvements.
8. Provides City bureaus with assistance in procuring professional, technical and expert services.
9. Makes or directs studies to determine the best sources of supply for standard and specialized purchases; interviews vendors to evaluate products and services and to obtain comparative information for use in developing bid proposals; makes determinations on the renewal of expiring purchase orders, blanket purchase agreements and open purchase orders.
10. Analyzes, develops and monitors performance quality measures; evaluates and proposes new procurement programs and processes that will improve cost, quality, customer responsiveness and inclusion; establishes and enforces internal controls and procedures to ensure purchasing activities are conducted in compliance with all City and other legal requirements.

11. Manages use of the procurement module of the City's centralized computer accounting system; defines user training and implementation needs; manages division implementation of system changes.

#### **OTHER DUTIES**

1. Performs special projects as assigned; serves on various City task forces and special purpose committees.
2. Represents the bureau in a variety of multi-jurisdictional forums, outreach functions and professional groups and organizations.
3. In the absence of the Purchases Director, assumes responsibility for management of the Bureau of Purchases and acts in the capacity of Purchasing Agent.
4. Serves as the Bureau of Purchases liaison and ensures availability of staff in support of the Emergency Operations Center to ensure procurement of goods and services in response to emergency and/or disaster situations.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices, methods and techniques of public agency purchasing and contracting, including competitive bidding procedures.
2. Principles, practices and techniques of contract negotiation and administration.
3. Applicable municipal and state laws and regulations governing City procurement activities, including those related to minorities, women and emerging small businesses.
4. Sources and types of products, commodities and services used in the operation of a full service municipality.
5. Minority, women and small emerging business procurement issues.
6. Budgeting practices and procedures.
7. Record keeping practices and procedures related to a purchasing function.
8. Office administrative and operations management practices and procedures.
9. Principles and practices of sound business communication, project management, outcome analysis, collaborative problem solving and conflict resolution.
10. Local government organization, inter-relationships and operating principles.
11. Principles and practices of effective management and supervision.
12. City human resources policies and collective bargaining agreement provisions.

**Ability to:**

1. Plan, coordinate, manage and evaluate complex work programs including many diverse elements, interests and agencies.
2. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.
3. Present proposals and recommended courses of action clearly and logically.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Understand, interpret, explain and apply municipal and state law and regulation governing procurement procedures.
6. Develop and implement sound, efficient, cost effective procurement and contracting standards, procedures and processes.
7. Manage and supervise technical, professional and supervisory staff including performance management, and employee training and development,
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Use tact, discretion and diplomacy in dealing with a wide variety of internal and external customers, including contractors and vendors, with differing business needs.
11. Establish and maintain highly effective working relationships with City managers, staff, customers, suppliers, vendors and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, public administration, finance, operations management or a closely related field; and at least five years of progressively responsible experience in purchasing and/or contracting for a variety of supplies, materials, services and equipment, at least two years of which were in a supervisory or management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license. Professional certification from a nationally recognized Purchasing Association.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-02-03

June 2009 - Change Job Class number from 7170 to 30000473, due to system change.