



Purchasing Manager

Job Specification
Classification: Competitive
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is the stand-alone classification for administering and overseeing the purchasing activities of the City departments. Responsibilities include implementing and administering purchasing policies and procedures; creating and reviewing bid and project specifications; administering the bid process; and monitoring the purchasing activities. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develops, implements, and administers purchasing policies and procedures and monitors compliance.
- Acts as liaison between Departments and vendors; prepares bids, proposals, and/or contracts based on specifications developed in cooperation with appropriate Department heads.
- Monitors the departmental budget including allocating resources and approving expenditures.
- Investigates and resolves purchasing disputes, issues, and concerns by vendors and end-users on contracts and purchase orders; tracks and maintains list of vendor performance.
- Prepares, reviews, and makes revisions on specifications required to purchase goods and services for the City.
- Ensures compliance of purchases with State rules and regulations; monitors legislation for updates and changes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Contract negotiation principles and practices;
- Purchasing and procurement principles and practices;
- Customer service principles in interaction with vendors;
- Contract and vendor recordkeeping principles;
- Supply sources;
- Applicable federal, state, and local laws, rules, and regulations.

Ability to:

- Read, interpret, and analyze bids, contracts, and purchasing documents;
- Operate a computer and related software applications;
- Prioritize and assign work;
- Maintain files and records for contracts and vendors;
- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Exercise judgment and discretion;
- Compile data and information;
- Provide customer service to departments and vendors;
- Work independently;
- Prepare a variety of correspondence, records, requisitions, reports, documents and forms;
- Communicate clearly and concisely, orally and in writing.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in accounting, business or public administration, economics, or closely related field; and 3 years of experience in large scale purchasing of a variety of commodities; or
- (B) Associate's Degree in accounting, business or public administration, economics, or closely related field, and 5 years of experience in large scale purchasing of a variety of commodities; or
- (C) Equivalent combination of training and experience as defined by the limits of above.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Adopted: 2/16/2010