ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Purchasing
Job Code: 1605
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan and manage the operations and staff involved in procuring goods and services for the City in compliance with current public purchasing laws, rules, and regulations.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Chief Financial Officer, City Manager,

Mayor, and City Council as requested.

Manages and implements purchasing operations for the City: prepares and implements short- and long-term work plans for Purchasing Division; coordinates with City departments to determine operational procurement needs and to assist in work planning; evaluates new technology and software to assist and/or improve operations, such as contract management, vendor registry, bidding, etc.; ensures adherence to established purchasing policies and procedures and with local, state and federal public procurement regulations and requirements; and ensures the City obtains commodities and services which are high in 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 process: prepares invitations for bid to ensure consistent, open, and competitive purchasing practices; develops notices and advertisements and places same with newspapers and other publications; analyzes, evaluates and tabulates bids; ensures standard of award has been met; supervises the review of and reviews request for qualifications for professional services (RFQs), requests for proposals (RFPs), construction bids and general services bids; makes recommendations or selects vendor or contractor; receives, reviews, and responds to bid protests; and coordinates with City attorneys as needed.

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 administration; and makes recommendations to adequately address needs.

Develops and recommends revisions to purchasing policies, contract procedures, contract formats, etc. to meet legislative changes, best practices and City needs: consults with City legal department and other officials; researches and benchmarks processes and best practices with other local governments; recommends updates to City Council based on research; and expedites the processing of agreements, contracts, and related documents as needed.

Administers purchasing, contracting and vendor modules in accounting software: tests upgrades; prepares instructional documentation; recommends improvements; trains Division staff; and conducts year-end processes, such as communications, data clean up, new year set up, and closing current year to the financial system.

Develops and implements Purchasing Division budget: makes recommendations and forecasts regarding expenditures and revenues, including staffing, equipment and supplies, capital improvements, and service provision; monitors expenditures to ensure compliance with approved budget; reviews and approves purchase requisitions; and maintains related financial records and documentation.

Performs other duties in support of department operations: reviews and approves requisitions, purchase orders, contracts and invoices related division operations; updates and maintains internal and external website content; participates in emergency planning, preparation, an implementation; and attends meetings and participates in various cross functional teams and committees.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to government procurement and contracting; monitors regulatory and legislative developments and changes impacting procurement and contracting activities; reads professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, third party service contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, bid documents, contracts, agreements, surplus forms, vehicle titles, invoices, requisitions, purchase orders, data reports, policies, procedures, work plans, training materials, benchmark reports and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Business, Procurement Management, or a related field required; supplemented by three years of experience in government procurement operations; 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 Certified Local Government Purchasing Officer certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

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, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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:

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 workstation.

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.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.