ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Manager, Purchasing
Job Code: 1610
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist in overseeing and supervising purchasing and contracting activities and staff to ensure compliance with local, state, and federal governmental purchasing and contracting rules, regulations, laws, policies, and procedures.

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.

Supervises, 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 Manager, Purchasing, Chief Financial Officer, or other City management an elected officials, as requested.

Coordinates with City departments regarding highly complex and diverse service procurement and contracts: provides technical expertise and guidance regarding budget planning, obtaining contract services, technical consulting services, and fiscal responsibility in accounting software contracting module; attends meetings to plan procurement timelines, to identity procurement role in upcoming projects, and to ensure proper procurement methods and procedures; participates in cross functional work teams with internal and external customers; and coordinates with Legal, Risk, Budget and Finance Departments on awarded contracts for full approval.

Assists in managing the day-to-day purchasing activities: manages procurement timelines and priorities while assessing, evaluating, and implementing economics, market conditions, procurement and supply management strategies, etc.; identifies problems and recommends solutions to procurement and project issues; investigates and resolves complaints from City departments regarding products, equipment defect, and other procurement conflicts; coordinates with legal staff regarding compliance issues; investigates and resolve complaints from vendors regarding bid protest and contract awards; and assists with developing and administering budget for area of assignment.

Interprets, explains, applies, and ensures compliance with procurement and contracting laws, ordinances, rules, regulations, standards, policies, and procedures: trains staff and others regarding the same; initiates any actions necessary to correct deviations; and makes recommendations for improvements and changes to City policies and procedures to maintain compliance.

Participates in special projects and work teams as assigned: audits and identifies compliance issues, strategic procurement, and process improvements, bid processes, etc.; and provides technical guidance, advice and recommendations regarding competitive and fair bid processes and procurements.

Performs related duties in support of purchasing and contracting operations: reviews bids, Requests for Quote, Requests for Proposal, bid postings to websites and social media channels, etc.; directs evaluation of proposals and provides scoring matrix; facilitates, participate in and/or attends various meetings, such as pre-bid meetings, bid openings, team and department meetings.; reviews and approves contracts; and processes contract approvals in accounting software.

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 attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, subordinates, other City employees, vendors, contractors, the public, 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, bids, quotes, proposals, contract tracking reports, data reports, timesheets, attendance records, budget reports, training materials, 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, presentation, 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, Finance, Procurement, or a related field required; supplemented by three years of experience in governmental procurement and contract administration; 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 certification as a Certified Local Government Purchasing Officer (CLGPO).

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 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 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, and/or advisory 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.