



City of Laguna Niguel
Job Description

PURCHASING MANAGER
Executive and Management Group
FLSA: Exempt

DEFINITION

Under general direction, performs a variety of technical tasks in the procurement of equipment, services, materials, and supplies for the City; administers the competitive bidding process; administers citywide contracts; develops, reviews, and monitors contracts; provides customer support to departmental representatives; provides financial and administrative analyses in support of purchasing and centralized service functions; develops and implements contract and purchasing policies and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The position receives general direction from the Director of Finance. The position exercises general and direct supervision over the various staff responsible for accounts payable and capital assets.

EXAMPLES OF IMPORTANT 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 the class.

- Develops and implements contract and purchasing policies and procedures; establishes and evaluates purchasing systems, records, forms, and controls.
- Evaluates and selects appropriate suppliers; interviews and negotiates with vendors and other representatives regarding price changes, confidential trade discounts and/or secrets, and deliveries; purchases supplies, equipment, and contract services by reviewing and approving requisitions for policy consistency, available funding, and issuing purchase orders; compares cost and evaluates quality and suitability of equipment and services for the City. Works with suppliers and City staff to resolve problems and/or expedite delivery.
- Develops, analyzes, and administers citywide purchasing contracts; reviews contract stipulations, specifications, and insurance and bonding requirements; ensures conformity and compliance with the City's policies, procedures, and service provision expectations; recommends changes and administers contract content, including material, equipment, and/or service costs; may develop contract language; verifies pricing, performance requirements, compliance with insurance and bonding requirements, liquidated damages, and delivery schedules to ensure completeness and accuracy; ensures that sole source requirements are met; coordinates, analyzes, administers, and issues contract change orders and amendments; monitors and tracks contract and procurement paperwork flow; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- Assists with preparation and review of departments bid documents including Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Requests for Quotes (RFQs), and Notices Inviting Bids (NIBs); recommends revisions to ensure the accuracy and completeness of terms and conditions, legal requirements, calculations, and scopes of work; posts bid documents on the City's online bidding system; verifies bid lists, notifies required trade publications of the bidding opportunity; performs public bid openings for IFB's; receives and reviews proposals for RFPs, RFQs, and RFQs; prepares evaluation tools; participates in pre-bid meetings; prepares, reviews, and posts addenda; sends outcome letters and updates bidding system with results.

- Acquires and designs special event or promotional items.
- Provides information and guidance to City departments regarding their purchasing needs, specifications for services, supplies, and equipment, and computerized purchasing system.
- Manages the purchasing module in the City's financial software system; monitors the quality and accuracy of daily data entry and reports and addresses related problems; ensures updates are executed correctly; establishes departmental purchasing approval hierarchy; works with software vendors to explore features and enhancements and resolve software malfunctions.
- Performs detailed analyses of the encumbrance database to determine aging and accuracy of balances; makes recommendations regarding disencumbrances.
- Obtains quotes for stock and special order items; researches availability, quality, and price of equipment, services, and supplies.
- Maintains general office supply inventory and oversees various central services.
- Coordinates the storage and disposal of City surplus property.
- Assists with space planning and furniture layout for office remodels and moves.
- Assists in resolving departmental accounting issues that affect the purchasing function.
- Responds to public information requests related to the purchasing division.
- Provides computer training to City staff on related financial software system modules.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Provides responsible staff assistance to the Director of Finance.
- Serves as Acting Finance Manager in the absence of the Finance Manager if possessing a Bachelor's degree from an accredited four-year college or university with major coursework in accounting, business administration, public administration, or related fields.

QUALIFICATIONS

Knowledge of:

- Government contracting, public procurement, and bidding practices and standards; laws and regulations related to contracts and procurement in the public sector; required reports, information sources, and automated procurement bidding; knowledge of automated financial systems and applications.
- Principles and practices of organization and management, personnel management and supervision, and fiscal management.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Records management principles and practices.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Standard office support practices and procedures, including the use of standard office equipment.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff; in person, in writing, and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff; in person, in writing, and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

Ability to:

- Research and utilize data and information to achieve cost effective results.
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies and equipment.
- Advise and explain purchasing policies, procedures, and standards.
- Maintain accurate financial records reports for informational, auditing, and operational use.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Review and verify accuracy of data, and maintain confidentiality of critical financial/trade data.
- Prepare budgetary and financial analyses.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, setting priorities and meeting critical deadlines.
- Making accurate arithmetic, financial, and statistical computations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.
- Operate modern office equipment including computer equipment and software programs.
- Operate a motor vehicle safely.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience:

Five (5) years of increasingly responsible experience in government procurement and/or development and administration of public contracts, or any combination of education and experience that provides equivalent knowledge, skills, and abilities, including at least two (2) years of administrative and supervisory responsibility. Former/Active military personnel with five (5) years of recent experience in military purchasing/logistics are encouraged to apply.

Education/Training:

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, business administration, public administration, or related fields is required. Five (5) years of recent military purchasing/logistics experience may substitute for the aforementioned educational requirements.

Licenses/Certificates:

- Must possess and maintain a valid California Driver's License.
- Possession of a professional purchasing credential such as a Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM), Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB) from the National Institute of Governmental Purchasing, or certification in contracts management is highly desirable.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Note: All employees of the City of Laguna Niguel are designated by California Government Code Sections 3100-3109 to be "Disaster Service Workers". In the event of a declared emergency, any undeclared emergency, or natural disaster that threatens the life, health, and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in various locations, outside the employees' normal working hours, performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.