CITY OF LA PORTE
PURCHASING MANAGER
JOB DESCRIPTION

FLSA CLASSIFICATION: Exempt **PAY GRADE: 031**

DEFINITION

To purchase and arrange for the purchase and procurement of a variety of materials, supplies, equipment, and services; also writing specifications for annual supply contracts, equipment bids and requests for proposals; and to provide assistance in related activities of the purchasing function.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance.
Exercises direct supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Hire, train, supervise and evaluate Purchasing personnel
Oversee preparation and monitoring of budget for Purchasing Division
Receive, examine and process departmental requisitions.
Assist in the preparation of bid specifications and other necessary documents related to the purchase of supplies, equipment and materials.
Assist in the development and review of purchasing procedures and methods.
Interpret and apply City purchasing policies and procedures.
Solicit bids from vendors; compare costs and evaluate the quality and suitability of supplies, materials and equipment.
Select appropriate vendors; accomplish the purchase of supplies, equipment and services.
Maintain contact with vendors; keep informed of new products, market conditions and current prices; evaluate vendor performance.
Confer with Departmental representatives to determine purchasing needs, specifications and areas of standardization.
Respond to request for proposals and questions from various vendors.
Administer P-Card Program
Coordinate and manage City-wide contracts
Supervise planning and coordination of City auctions.
Review, evaluate and recommend best Procurement and latest trends in Procurement
Prepare periodic reports.
Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office; exposure to constant noise; writing; walking; typing; stooping; standing; sorting; squatting; sitting; seeing; pushing, pulling, lifting and carrying up to 20 pounds; filing; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person, by two-way radio, and by telephone; fine finger manipulation; operation of a personal computer, printer, calculator, copier, and various other office machines.

QUALIFICATIONS

Knowledge of:

Purchasing methods and procedures and techniques of specification writing.
Methods and techniques utilized in grading and analyzing the quality of supplies, materials and equipment.
Materials, supplies and equipment typically used in municipal services and the sources of such products.
Federal, State and municipal purchasing laws and procedures.
Use of computer and related software.
Knowledge of public buying procedures.
Knowledge of the Uniform Commercial Code.

Ability to:

Evaluate quality and price of products to judge suitability of goods and alternatives offered.
Prepare specifications.
Analyze situations and adopt an effective course of action.
Prepare and maintain divisional budget.
Establish and maintain cooperative relationships with Departmental representatives and vendors.
Communicate clearly and concisely, both orally and in writing.
Tactfully and skillfully obtain the right materials and services at the right time for a fair and reasonable price.
Interpret and explain City purchasing policies.

TRAINING AND EXPERIENCE

Five years of progressively responsible experience including some administrative and supervisory exposure in the volume purchasing of a variety of general and specialized items, preferably in a public agency. An Associate's degree in business administration or a related field. Possession of or ability to obtain Purchasing certification within one year is preferred.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date