CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Purchasing Manager** **UNION:231**
SG:8
DEPARTMENT: **Finance** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

The Public Works Purchasing Manager oversees city-wide procurement processes that ensure compliance with applicable federal, state and local laws and City policies and procedures. Performs complex administrative and technical purchasing work and provides procurement expertise in managing and coordinating a centralized procurement system of contracts, goods and services as well as asset storage, recovery and disposal.

SUPERVISORY RELATIONSHIP:

Reports to the Superintendent of Maintenance - Operations Division. Works under general guidance and direction and according to City and Departmental policies and procedures and applicable federal, state and local regulations. Supervises employees in Purchasing and Warehouse/Mail room units.

ESSENTIAL FUNCTIONS OF THE JOB:

Purchasing/Warehouse Functions:

1. Recommends, implements and maintains City purchasing systems for maximum efficiency and to achieve optimum life-cycle cost for all goods and services purchased. Oversees the analysis of cost, performance, quality, service and delivery. Provides input and makes recommendations to City Administration on purchasing and procurement policies and procedures. Implements city-wide policies and procedures, oversees the creation of manuals, forms, charts, informational materials, related training programs and briefings. Using various analytical methods evaluates City's current purchasing patterns and practices; develops and continuously improves centralized purchasing systems and procedures.

2. Oversees all City procurement processing, monitoring, bids, solicitations, addendums, administration, clarifications, modification, compliance, negotiations, changing conditions, coordination of legal review, terminations, and purchase orders. Provides responsive support to City Departments regarding complex procurement issues including Revenue Contracts, Technology, Architect services, Engineering services, Construction, and Public Works Contracts, and Systems contracts. Provides training and technical guidance as needed.

3. Oversees and directs staff on development of contracting forms and contracting documents. Provides recommendations to and collaborates with Assistant City Attorneys and Public Works executive team on standards, processes, risk assessment, liability and insurance requirements. Directs work of purchasing staff in carrying out and executing contracts.

4. Prepares and presents recommendations to City administration regarding standards for competitive purchasing of professional services, trains departments on procedures for acquiring

professional services, monitors compliance with City standards, and recommends corrective action as needed.

5. Manages and oversees the central procurement system to maintain the integrity of the public procurement process and guard against ethical challenges and charges of fraud, waste or inefficiency. Makes recommendations on sole source purchase requests and other complex purchases to the Public Works Director or designee within the limits of Bellingham municipal code and state law.

6. Ensures accountability, compliance and consistent interpretation and application with all current and applicable state and federal laws, agency policies and procedures, rules and regulations.

7. Oversees the management of warehouse and parts room operations, inventory control and surplus property. Develops and implements the warehouse municipal emergency response capability. Ensures full compliance of warehouse with safety regulations.

Supervision:

8. Directs, plans and organizes the work of purchasing and warehouse unit staff. Selects candidates for hire, trains, schedules, assigns and reviews work of staff. Establishes performance standards, conducts performance reviews, coaches, counsels and recommends disciplinary actions. Plans and carries out employee development.

ADDITIONAL WORK PERFORMED:

1. In absence of the Superintendent of Maintenance-Operations, may act in responsible charge of the Maintenance Division, upon request.

2. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.

3. Performs related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Contemporary purchasing methods and procedures, techniques of specifications and contract writing, purchasing and contract law, procurement and marketing conditions and trends.
- Working knowledge of the fields of Business Administration and/or Finance including technical and organizational aspects, as well as sources of current knowledge of purchasing and finance.
- Current state and local contracting practices and regulations, including prevailing wages, insurance and bonding requirements for public contracting.
- Risk management principles and practices.
- Fiscal management including cost analysis, budget monitoring and development.
- Federal, state and local laws, rules and regulations governing public purchasing.
- Current literature and trends in the purchasing field.

Skills in:
- Excellent communication skills, including oral (for presenting proposals to management staff, presentations at meetings), written (for preparing reports, recommendations, correspondence and writing specifications of a legal and technical nature) and interpersonal (for working with vendors and providing professional, objective buying services to City departments).

- Management skills, including leadership/supervisory skills, problem analysis and decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability, flexibility, stress tolerance and time management.
- Comprehensive skill in researching and preparing complex specifications, solicitations and contract documents.

Ability to:
- Obtain a clear understanding of departmental material and equipment needs during purchasing request processes and to facilitate the fulfillment of material and equipment needs in a sensitive and timely manner within federal, state and city law.
- Utilize computerized systems and applications, especially those used for spreadsheets, word processing, databases (Access) and record-keeping.
- Establish and maintain effective working relationships with subordinate employees, other City officials, and the general public.
- Provide strong leadership and direction, with clearly defined objectives to accomplish division goals.
- Use appropriate judgment and initiative in making recommendations and resolving problems that are complex and sensitive in nature.
- Adhere to the highest ethical standards in managing the City purchasing functions.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the position, including:
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse;
  - Talk and hear sufficiently to communicate in person and over the phone;
  - Lift objects weighing up to twenty-five (25) lbs.;
  - Bend, stoop, twist or work in other awkward positions to inspect equipment.

WORKING ENVIRONMENT:

Works extensively at a desk and computer workstation. Work is performed primarily in an office setting with occasional visits to department work sites/warehouse to provide direction and assist staff with problem resolution pertaining to area of responsibility. Business travel may be required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in business administration, finance, public administration or closely related field.
- Two (2) years experience as a Purchasing Manager or five (5) years as a Senior Buyer with responsibility for a wide range of buying, including consumable supplies, commodity and/or heavy equipment acquisition
- Three (3) years supervisory experience.
- Experience with budgeting preferred.
- Experience with contract administration strongly preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions and local background check.

- Certified Public Procurement Officer (CPPO) or Certified Purchasing Manager (CPM) strongly preferred; Certified Professional Public Buyer (CPPB) or Accredited Purchasing Practitioner preferred.

PREPARED BY:

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4/14

REVIEWED BY: _____

Ted Carlson, Director
Public Works