

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Purchasing Manager
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

This is an at-will Administrative Officer position, performing manager level work in the support of the Finance and Administrative Services department. Manages the strategies, programs, and activities of purchasing for the City to ensure efficiency and cost effectiveness. Position typically manages a team of employees and schedules the on-going work activities of a function to enable optimum efficiency and productivity. Position requires an advanced understanding and wide application of principles, theories, and concepts in the assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises staff, including hiring, evaluating, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Collaborates with departments to schedule and issue competitive solicitations, provides contract administration
- Communicates purchasing policies, procedures, and laws to City staff
- Creates standard purchasing documents to ensure a seamless solicitation process
- Develops contract-specific language to meet the needs of each solicitation document, and revises contracts and purchasing documents as required for compliance with laws
- Develops policies and procedures to comply with legislative changes
- Develops policy and procedure resources such as quick reference guides, templates, training videos and training classes
- Educates vendors on purchasing practices and procedures
- Handles bid protests and reviews with City Attorney's Office
- Handles the bidding process for all construction, equipment, contractual services, commodities, professional services, and grant projects
- Manages and writes content for the purchasing page of the City's webpage
- Plans and manages the daily operations of the purchasing division including the sourcing of commodities and services
- Prepares cost exhibits for the annual budget
- Prepares and submits for review the annual budget for Finance and Utility Billing

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- Provides technical, policy, and procedure support to departments and advises of appropriate procurement methods
- Receives and reviews specifications and finalizes formal contract packages
- Researches funding opportunities and cooperative buying programs, cost avoidance, and cost savings methods; negotiates as necessary continuing service contracts for the most competitive pricing available
- Reviews all capital improvement program documents for content and assists departments as requested
- Reviews all expenditures and contracts for statutory and ethical compliance
- Reviews departmental requisition entries for budgetary compliance and consistency with corresponding back-up
- Attends quarterly meetings for the SE NIGP Chapter
- Performs related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration or related discipline; supplemented by four (4) or more years' experience in government procurement; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of purchasing principles, established procedures, departmental guidelines, and regulatory requirements
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to develop and implement policies and procedures
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines
- Ability to follow the Code of Ethics as set forth by the City, National Institute of Governmental Purchasing (NIGP), and state statutes
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to utilize spreadsheet software on a personal computer
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date