PURCHASING MANAGER

DEFINITION OF WORK

Employee in this classification performs responsible administrative and supervisory work in managing the purchasing processes for the County. An employee in this class is responsible for developing, implementing, and administering the procurement and purchasing system for the County. This role is responsible for facilitating the procurement of goods and services for the County through a review of price and quality that meets the operational requirements of the Department. Employee coordinates with the various County departments to determine the most appropriate method of procurement and advises departments on bid specification preparation. Employee executes or manages the ITB, RFP and contract award process. The duties include ensuring all procurements are performed legally, developing and maintaining relationships with vendors and departmental personnel, organizing systems and procedures to support the procurement processes, assisting in determining standardized equipment, supplies, and materials and reviewing and authorizing requisition/purchase orders submitted by County personnel. Work is performed under guidelines established by the general statutes and in accordance with standard governmental practices in purchasing and fixed asset systems. Judgment and public contact are required in working with department heads, private contractors, bidders, and public agencies. Work is performed under regular supervision and is reviewed through periodic conferences, review of reports and records, and successful operation of the procurement, purchasing, and payment systems.

EXAMPLES OF WORK

Employee oversees the procurement of supplies, materials, equipment, and services for the County in compliance with appropriate laws, rules, and regulations; consults and confers with department heads and staff on purchases, needs, and problems and in establishing procedures, forms, and guidelines; administers the bid process for the County through consultation with County officials on specifications ensuring that the bid specifications and instruction are in accordance with existing statutory guidelines for formal and informal bids and proposals; develops solicitation documents to include Invitations to Bid, Requests for Proposals, and other variations of solicitation documents; performs formal bid processes such as advertisement, posting, bid opening, evaluation, and notification of award; reviews budgetary information to ensure authorization and availability of funds for capital outlay, contracted services, rent and leases; monitors the purchase order processing as to proper selection of vendors and best prices; assists with daily questions and problem solving, investigates and implements areas for improvement; processes requisitions and purchase orders from the various departments; verifies that the purchase is within County guidelines and adheres to purchasing statutes; conducts pre-bid conferences; evaluates, along with the responsible department, responses to the proposals and bids for responsiveness, prices, terms, conditions, and adherence to specifications; administers purchasing card programs; recommends process improvements, cost saving measures, and secures best value productions, solutions and relationships; assigns and prioritizes work of staff, establishes performance expectations, provides guidance and direction, reviews work and conducts performance evaluations; participates in the development of Finance Department policies; supervises accounts payable function; monitors other contracts to address contractor performance issues; coordinates and participates in contract renewals; identifies and resolves invoice discrepancies; prepares correspondence concerning over-shipments, delivery shortages, etc; meets with vendors to discuss/negotiate best pricing based on County's needs; performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a four-year college or university with a major in public administration or business and four years of experience in purchasing and accounts payable to include supervision and public sector purchasing experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the methods, procedures, and policies of Cumberland County related to the purchasing process; considerable knowledge of the State laws, ordinances, and regulations governing the purchasing of materials, supplies, and equipment; considerable knowledge of modern purchasing methods and procedures including automation processes for the operation; considerable knowledge of various grades and qualities of commodities purchased and of sources of supply and price trends; working knowledge of modern office practices and computers as they relate to purchasing; ability to communicate effectively in written and oral forms; ability to maintain effective working relationships with suppliers, contractors, department heads, and the general public; ability to exercise professional judgment in complex procurement issues; ability to supervise others; ability to prepare and submit information on bids in a clear and concise format for consideration by higher levels of authority; ability to establish and maintain complex records and files and to compile reports; ability to organize, coordinate, and administer the purchasing function and meet the established legal requirements.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work .

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.
Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.