

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PURCHASING MANAGER
CLASS CODE: 2281

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 12/29/2015
DEPARTMENT: COMMISSION

JOB SUMMARY

Under the general direction of the Board of County Commissioners, purchases materials and supplies for all departments of Utah County Government, performs financial administrative and supervisory duties.

ESSENTIAL FUNCTIONS

Manages and administers the County's central procurement, contracts and property acquisition and disposition activities. Directs division and department heads in procurement matters. Analyzes and manages procurement activities for the County in accordance with administrative rules and codes, local, state, and federal laws.

Provides control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County. Negotiates long-term contracts, amendments to contracts, and corresponds with vendors to obtain quotations, prices, and delivery times.

Organizes, directs and coordinates purchasing and contracts including specification development, research, sourcing, solicitation, procurement, contract development and execution, and disposal of surplus property.

Communicates with County departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assists in identifying appropriate sources, competitive methods, cost analyses and contract formats; functions as liaison between departments and vendors by assisting the resolution of performance issues, disputes and claims.

Releases solicitations (telephone quotations, Requests for Quotation, Requests for Bid, and Requests for Proposal) to vendors; reviews, tabulates and analyzes submittals for compliance. Prepares recommendations of award. Reviews resulting contracts for completeness.

Prepares routine general and front-end solicitation documents; reviews specifications, including those prepared by others, with County departments to determine adequacy.

Schedules and facilitates pre-bid and/or pre-project conferences to answer questions about the solicitation process and to address or interpret contract requirements.

Establishes and manages a vendor evaluation program and corresponds with vendors on all aspects of the business relationship including registration, delivery requirements, substitutions, inquiries, quotations, terms, and conditions of purchase orders and contracts.

Reviews and processes requisitions, checking for accuracy and conformance with federal, state, and county purchasing laws and ordinances; prepares change orders and assists in the resolution of disputes and discrepancies on invoices.

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Monitors County contracts to gather historical data, ensure compliance, and to facilitate a timely renewal process if applicable.

Coordinates with Public Works and other County departments to dispose of surplus, obsolete, and unusable personal property in accordance with Utah County Code.

Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently.

Evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with county policy and procedure.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Governmental purchasing methods including state code.

Utah County fiscal procedures.

Utah County Procurement Rules and Regulations.

Accounting principles, auditing, financial planning, and reporting techniques.

Supervisory practices and procedures.

Skill in:

Functional business math.

Using a personal computer including various software applications such as Microsoft Office and Adobe.

Using standard office machines.

Reading and comprehending technical professional journals, financial reports, legal documents, abstracts and schematics.

Project management, and the ability to manage several tasks simultaneously under deadlines.

Negotiating agreements.

Ability to:

Establish and maintain effective relationships with vendors, County departments, and the general public.

Read, interpret, and evaluate specifications for completeness and to assist in revisions as needed.

Communicate effectively orally and in writing.

Conduct training sessions and make effective presentations.

Conduct in-depth fiscal research.

Establish and maintain detailed record-keeping systems.

Prepare business letters, financial reports, policies, procedures, and summaries.

Obtain and interpret market prices and trends and to apply such interpretation to procurement issues.

Develop and deploy effective bid and proposal strategies.

Lead and train others.

PHYSICAL DEMANDS

Regularly:

Sit at a desk or table.

Walk, stand, or stoop.

Work for sustained periods of time maintaining concentrated attention to detail.

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Occasionally:

Lift or otherwise move objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is generally performed in an office or other environmentally controlled room, but is occasionally performed outdoors including in hot, cold, or inclement weather. Work occasionally requires the incumbent to give negative information to department heads, County employees, and the public.

EDUCATION AND EXPERIENCE

Bachelor's degree in business management, economics, marketing, finance, or a related field and four (4) years of purchasing, procurement and/or auditing experience. Preference may be given for government experience. Preference may be given for lead and/or supervisory experience.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Preference may be given to applicants with the certification by the Institute of Supply Management (Certified Professional in Supply Management), the National Institute of Government Purchasing, Inc. (Certified Public Professional Officer), or the National Certified Public Manager Consortium (Certified Public Manager).

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and must have the necessary requirements of specific job-related knowledge and skills.