



PERSONNEL COMMISSION

Class Code: 5297
Salary Range: 42 (M2)

PURCHASING MANAGER

JOB SUMMARY

Under general direction, plan, organize and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and services; oversee ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and services; oversee the work of staff to assure efficient, fiscally sound and timely purchases. **E**
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Coordinate and manage a variety of purchasing functions related to District initiatives such as purchasing cards and programs, public works projects or other vendor programs; prepare and maintain current documentation, training and communication for various user groups. **E**
- Review and approve buy-out requisitions and purchase orders in accordance with District standards and purchasing guidelines; assure accuracy and completeness of order information. **E**
- Oversee and review formal bid openings, proposals and awards; review and evaluate quotations and formal bids; assure compliance with applicable laws, codes, rules and regulations. **E**
- Communicate with District staff, vendors, and outside organizations to exchange information, coordinate activities and resolve escalated issues such as delayed shipments and defective, damaged or unacceptable goods and services. **E**
- Coordinate and oversee the researching and evaluation of vendor product samples; review tests and demonstrations of products to assure quality and compliance with specifications; apprise vendors of product testing results; plan and coordinate the annual Product Expo. **E**
- Oversee and manage the maintenance of purchasing manuals, vendor lists, catalogs, brochures and related source materials; oversee updates to the Purchasing Handbook. **E**

- Develop and recommend procurement policies and procedures; advise department administrators of unusual trends or problems and recommend appropriate corrective action. ***E***
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; compose a wide variety of formal correspondence and other written materials. ***E***
- Prepare or direct the preparation and maintenance of documents, narrative and statistical reports, and records and files related to assigned activities; compose correspondence and memoranda. ***E***
- Attend a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations; develop and conduct a variety of in-service trainings regarding purchasing policies, procedures and software. ***E***
- Prepare and make presentations regarding District purchasing policies, objectives, plans and achievements to groups and committees; serve on assigned committees. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work and attend meetings. ***E***
- Oversee and manage other department divisions and staff as requested to assure smooth and efficient office operations. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Purchasing Manager plans, organizes and manages the procurement, receipt and distribution of District supplies, materials, food, equipment and applies a thorough knowledge of applicable laws, codes, rules and regulations. Incumbents supervise professional and clerical staff involved in the procurement, receipt, and distribution of District supplies, materials, food, equipment and services. Incumbents have ongoing communications with a wide variety of internal and external contacts to resolve escalated purchasing issues and plan for future procurement requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Purchasing policies, practices and terminology.

Technical aspects of researching, comparing and purchasing supplies, materials, food, equipment and services.

Bid preparation procedures and specification requirements.

Principles and practices of supervision and training.

Applicable laws, codes, rules and regulations related to assigned activities.

District organization, operations, policies and objectives.

Analytical and problem solving techniques.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Writing skills to prepare clear and concise specifications and reports.
Oral and written communication skills.
Operation of a computer and assigned software.
Mathematical computations.

Ability to:

Plan, organize and manage the procurement, receipt and distribution of District supplies, materials, food, equipment and services.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Oversee and review formal bid openings, proposals and awards.
Supervise and evaluate the performance of assigned personnel.
Prepare comprehensive narrative and statistical reports.
Resolve escalated issues such as delayed shipments and defective, damaged or unacceptable goods and services.
Maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations.
Apply new developments and techniques in purchasing to meet District objectives.
Understand and work within scope of authority.
Prepare or direct the preparation and maintenance of documents, narrative and statistical reports, and records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in public administration, business administration or a related field.

Experience:

Three years of procurement experience involving writing specifications and including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office and warehouse environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 10/21/2021