

MANAGER OF PURCHASING SUPPORT

Job Code	Pay Grade
08478	SM5a

Nature of Work

This is responsible management, administrative and supervisory work supporting the central purchasing operation of Pinellas County. The position is responsible for managing the operations of the Board of County Commissioner Purchasing Card Program. In addition, an employee in this class may be responsible for assisting in the organizing, coordinating and supervising of one or a combination of major programs and activities of the purchasing function including the supervision and staff development of a professional, support and clerical staff.. The position reports to the Bureau Director, Purchasing.

Minimum Qualification Requirements

- 3 years of progressively responsible work in purchasing and materials management that includes 1 year as lead worker, supervisor or supervisor training with preference to candidates who possess and maintain the designation of Certified Public Purchasing Officer or Certified Purchasing Manager; or
- Associate's degree in public or business administration, accounting or a related field and 5 years of progressively responsible work in purchasing and materials management that includes 1 year as lead worker, supervisor or supervisor training with preference to candidates who possess and maintain the designation of Certified Public Purchasing Officer or Certified Purchasing Manager; or
- Bachelor's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists director by performing the management functions relating to the day-to-day functions and operations of the Board of County Commissioner Purchasing Card Program. .
- Prepares and edits award recommendations, contract agreements and change orders.
- Manages, monitors, and evaluates the day-to-day departmental operations as assigned by the director.
- Evaluates the work of assigned departmental staff and provides staff training and development..
- Recommends and implements changes in policy and procedures as necessary to meet continually varying requirements.
- Supervises and contributes to the preparation of departmental reports relative to costs, quality, quantity, value, trends, systems and personnel.
- Recommends change relative to the Automated Purchasing System.
- Assists in preparing the annual budget of the Purchasing Department.
- Confers and corresponds with county departments and vendors, providing information concerning department operations and explains policies and procedures.
- Advises and assists county departments in the development of specifications.
- Performs related work as assigned or required.
- In the absence of both the director and manager of operations, may serve as acting director.

MANAGER OF PURCHASING SUPPORT (continued)

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Knowledge, Skills, and Abilities

- Knowledge of purchasing procedures and methods, including considerable knowledge of specification writing.
- Knowledge of accounting principles as they relate to procurement and maintenance of inventory records.
- Knowledge of the administrative principles involved in supervising personnel.
- Knowledge of operating characteristics, capabilities and limitations of automated information equipment utilized in data and word processing applications.
- Ability to apply computer applications and software.
- Ability to conduct negotiations and interpret contracting requirements and other related legal documents.
- Ability to plan and direct the work of a staff of professional and clerical employees and to maintain effective working relationships with the staff, other departments, county officials, vendors and the general public.
- Ability to prepare written and oral reports on purchasing practices in the county.

For official use only

Revised	EEOC Code	Overtime Code
5/15	Officials & Managers	Exempt