

# MANAGER OF PURCHASING OPERATIONS

Job Code	Pay Grade
08498	SM3b

## Nature of Work

This is highly responsible management, administrative and supervisory work coordinating and managing the operations of the Purchasing Department. An employee in this class is responsible for assisting in organizing, coordinating and directing one or a combination of major programs and activities of the purchasing function, including the supervision and staff development of a professional and or clerical support staff. Duties include, but are not limited to, coordination and implementation of special projects, training of staff and user departments, coordination and management of the automated purchasing system and oversight of the commodities and services contracting process. Work requires a high degree of initiative and judgment and is performed under the general supervision of the Bureau Director, Purchasing.

## Minimum Qualification Requirements

- 7 years of progressively responsible work in Purchasing and/or Materials Management that includes 3 years in a supervisory capacity. Preference to candidates possessing and maintaining certification as a Certified Public Purchasing Officer or Certified Purchasing Manager; or
- Associate's degree in business, management, finance, accounting, marketing, public administration or related field and 5 years experience with a certification designation as described above; or
- Bachelor's degree and a certification designation 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.
- Candidate to obtain a Certified Public Purchasing Officer and/or Certified Purchasing Manager designation within 1 year of employment.
- 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 managing functions relating to general departmental operations, Purchasing Department programs, staff oversight, training, special projects, and the commodities and services contracting process for all agencies and departments of the Board of County Commissioners.
- Manages and monitors the consultant contracting process for all departments of the Board of County Commissioners
- Implements and establishes training programs for county departments pertaining to procurement related functions and applications under the supervision of the director.
- Implements, manages, and directs special projects as required and under the supervision and direction of the director.
- Recommends changes in policy and procedures as necessary to meet continually varying requirements and processes.
- Supervises and contributes to the preparation of departmental reports.
- Manages implements and recommends change relative to the Automated Purchasing System.
- Assists in preparing the annual budget of the Purchasing Department.

## MANAGER OF PURCHASING OPERATIONS (continued)

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- Advises and assists county departments in the development of specifications.
- Performs related work as assigned and required.
- In absence of the director shall serve in an acting capacity.

### Knowledge, Skills, and Abilities

- Knowledge of purchasing procedures and methodology, including considerable knowledge of specification writing with emphasis on service contracts.
- Knowledge and experience with governmental procurement processes with emphasis on professional service contracts.
- Knowledge and experience with managing programs and special projects
- Knowledge and experience pertaining to purchasing related computer applications.
- Knowledge and ability to conduct negotiation and interpret contracting requirements and other legal documents.
- Knowledge, ability and experience creating and conducting training classes with emphasis on public speaking.
- Ability to apply computer applications and software.
- Ability to plan and direct the work of a staff of professional and or clerical employees.
- Ability to prepare written and oral reports on purchasing practices in the county.

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