

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB142 Purchasing Services Manager
POSITION #/TITLE: 1162 Purchasing Services Manager	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Purchasing Services	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 2406/NB354/Finance Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Plans, organizes and directs the centralized purchasing structure of the city; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Provide effective, professional leadership, positioning the purchasing division to meet the community's current and future purchasing needs through appropriate technologies and services;
Plans, organizes and directs the organization, structure, activities and operations of the Purchasing Division;
Directs, manages and evaluates the implementation of Total Quality Systems for the Purchasing Division;
Manages department work, project and personnel activities of the Purchasing Division;
Directs the strategic planning, policy development and data collection and reporting activities of the Purchasing Division;
Oversees the preparation and monitors the activities of the operational and capital improvement budgets;
Develops overall City-wide purchasing policies to ensure equitable treatment and involvement of department managers, City officials, other City employees, business vendors and the public;
Reviews the purchasing activities of City departments;
Responds to requests for information on City purchasing policies from business vendors to maintain consistent practices for every contract;
Represents the City on general purchasing matters to the Legal Department, City Council, State Purchasing Office, Iowa Public Procurement Association and the National Institute of Governmental Purchasing;
Studies current purchasing trends, local market conditions and developing cooperative purchasing opportunities to identify possible revenue savings for the City;

Prepares departmental, citywide and intergovernmental cooperative bid and proposal documents for the more complex requirements;
Conducts formal bid/proposal openings, tabulates, analyzes and evaluates bid/proposal results, awards bids/proposals to successful bidders and prepares contract documents;
Receives and analyzes quotations and bids for price and consistency with specifications;
Consults with Department Heads concerning current and future purchasing and contracting needs, procurement concerns and problems;
Oversees the public process of opening and reading bids;
Reviews purchase requisitions and determines method of purchase;
Prepares legal notices and takes all pertinent information relating to public bids;
Confers with sales, vendor and manufacturing representatives and verifies the quality of commodities;
Plans, coordinates and directs the City's auctions and surplus programs;
Conducts timely performance reviews and monitors performance and staffing needs;
Develops and delivers presentations and attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of current public sector purchasing practices, State laws and City ordinances;
Comprehensive knowledge of business methods, markets and purchasing practices;
Comprehensive knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the City;
Thorough knowledge of standard office procedures, practices and equipment;
Good knowledge of computer purchasing and stores, spreadsheets and word processing applications currently in use by the department and some knowledge or the ability to quickly acquire some knowledge of E-mail applications;
Thorough knowledge of budgetary procedures;
Ability to write clear and concise contracts and specifications;
Ability to prepare accurate and reliable reports on purchasing issues containing findings, recommendations and conclusions;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively, communicate effectively, and to maintain effective internal and external customer relations to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting, Finance, or closely related field; and
Considerable experience in public sector purchasing administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (CPM) required within one year of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;

Sufficient personal mobility, which permits the employee to visit various and other work stations and attend a wide variety of meetings within and outside of the City.