



Class Code: 9318
Date Est: 06/1974
Last Rev: 04/2019
Last Title Chg: 07/2009
FLSA: exempt
Probation: 12 months

CLASS SPECIFICATION

PURCHASING AND CONTRACTS MANAGER

DEFINITION

Under general direction of the County Comptroller, plans, organizes, directs and administers the Washoe County Purchasing Program; supervises professional and clerical personnel in purchasing and contract administration activities; represents the Purchasing Division on a variety of matters at the State and County level; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, public administration or a closely related field AND five years of experience performing procurement, preferably in a government agency, including two years in a supervisory or management position; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Current Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM) or Certified Public Purchasing Officer (CPPO) certification, OR equivalent professional purchasing certification is required within one year of date of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional and clerical personnel.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Review, sign and administer County purchase orders and contracts, ensuring the County's compliance with applicable federal, state and local ordinances relative to procurement and contracting.

Review and sign bids, Request for Proposals, and Requests for Qualifications released by the County, resolving disputes involving bid, RFP and contract issues.

Provide interpretations and advice for other County departments and agencies regarding compliance with purchasing and contracting processes, procedures and laws.

Receive and review purchase requisitions for accuracy and adherence to state or federal requirements, Washoe County Code, and policies and procedures of the Purchasing Division.

Place orders with chosen vendors to ensure the timely, cost efficient acquisition and delivery of required commodities and services.

Prepare bid documents with terms, conditions and specifications for products or services for publication; advertise requests for bid or requests for proposal to attract likely suppliers; open all bids submitted in a public forum; review and evaluate the merits of each bid in order to make recommendations for preferred suppliers to management.

Develop procurement guidelines and standards for use in the administration of purchasing functions and activities.

Develop, prepare and administer the Purchasing Division's budget and monitor expenditures during the fiscal year.

Prepare and enforce Purchasing Division's operating policies and procedures, regulations and rules.

Write reports, recommendations and correspondence to address a variety of issues related to the timely and cost efficient procurement of goods and services for assigned classifications.

Develop and maintain working relationships with other County departments, suppliers and government agencies.

Evaluate operational performance, review work methods and procedures and develop and implement changes in work processes to enhance efficiency.

Supervise staff in establishing, reviewing, revising and confirming appropriate internal controls for purchasing and procurement functions.

Supervise arrangements for disposal of County surplus property in accordance with applicable laws, statutes and regulations.

Supervise the maintenance of the County's fixed assets inventory system.

Evaluate program activity reports and the status of program workloads, assessing program accomplishments and needs.

Represent the Purchasing Division before professional, industrial and civic groups, explaining policies and goals to public, elected officials and other governmental agencies.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County related to programs and functions of assigned area.

Departmental policies, practices and procedures, including the practices of Washoe County's centralized purchasing system.

Management information systems and software programs used in the assigned area.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct the operations of the Purchasing Division to achieve established goals and maximize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of management and supervision.

Principles of budget preparation and fiscal accounting.

Techniques, practices, systems and procedures of a centralized purchasing system, including controlled purchasing procedures.

Formal and informal bidding processes and procedures.

Industry standards for purchasing contracts.

Federal, state and local laws, ordinances, regulations and standards pertaining to public purchasing, bidding and contract administration.

Warehousing and inventory control procedures, including fixed assets inventory.

Sources of supply, markets, products and price trends.

Product standards and specifications for a variety of products and materials.

Personal computers and a variety of Microsoft Office Suite software programs.

Ability to:

Interpret, understand and apply technical reports, statutes, rules, regulations and standards, including administrative and departmental policies and procedures.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Develop and implement recommendations regarding work procedures and cost effective services.

Perform purchasing for assigned goods and services with minimum guidance and supervision. Interact with vendors, suppliers, user departments and others, with tact and discretion.

Analyze facts and make good decisions.

Communicate effectively both orally and in writing.

Write bid documents, purchasing specifications, service agreements, performance contracts, correspondence, memoranda, staff and management reports and other documents.

Maintain confidential data and information, including purchasing records.

Operate a personal computer.

Maintain cooperative working relationships with division staff, the public, suppliers and representatives of other departments.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, and telephones.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.