CITY OF STUART
JOB DESCRIPTION

Title: **PURCHASING MANAGER**

Department: **Financial Services**
Job Code: **2026**
Grade: **S24**
Exempt Status: **Exempt**

CHARACTERISTICS OF THE CLASS

Under the administrative direction of the Financial Services Director, this is a highly responsible administrative and management position, directing the procurement function for the expenditure of government funds, including construction, professional services, capital equipment, supplies and services. This position is also responsible for the management of all City fixed assets including real property and capital equipment. This position administers and tracks ground leases, tower leases and leases entered into with other entities. Responsibilities involve developing and implementing broad policy guidelines, both in central purchasing and City-wide. Work is performed with considerable independence in managing the procurement functions of the City and is reviewed by the Director with a periodic evaluation based upon achievement of specific goals and an executive level of performance and for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Directs all aspects of City Purchasing including construction, professional services, term contracts, service agreements, and procurement of routine supplies. Reviews, analyzes and resolves highly technical and complex public procurement problems.

2. Manages the City's fixed asset system assuring the annual inventory is comprehensive, accurate and reflective of current value in accordance with the Rules of the Auditor General and Governmental Accounting Standards Board relating to annual inventories and valuation of City property, as now or hereafter amended.

3. Supervises and directs administration and tracking of City ground leases, tower leases, and leases the City has entered into with other entities; includes tracking renewals,

insurance requirements, City responsibilities as outline in leases and lease payment schedules.

4. Supervises and directs the City's grant administration procedures. Supervises and reviews State and Federal grant requirements including those from the Federal Emergency Management Agency, relative to procurement using State and Federal funds.

5. Coordinates with City Department heads and employees to provide budget and purchase information; emergency and repair information; current industry practices and standards information; and professional assistance in writing specifications.

6. Cultivates vendor relations and maintains the City vendor list in order to generate competitive bids and proposals. Maintains a file of all qualified vendors who desire to do business with the City, which file shall be maintained according to the nature of goods and material offered. Provides a public office of purchasing relations for the benefit of the public and those wishing to do business with the City.

7. Maintains relations with other governmental entities, including the State of Florida; to keep the City abreast of current legislative requirements, governmental contracts, cooperative bids, training opportunities, and industry practices which may benefit the City.

8. Maintains emergency agreements and procedures with vendors and other governmental entities for disaster preparedness

9. Assigns and reviews work of subordinate personnel; provides training to enhance professional growth including resources and encouragement to achieve certification in their chosen filed.
10. Maintains currency regarding developments in the field of purchasing, prices, market conditions and new products; secures for the City the benefits of research conducted in the field of purchasing by other governmental jurisdictions, national organizations and by private businesses and organizations.

11. Prepares written specifications that will best serve the interests of the city departments and the City. All specifications shall be definite, certain, and shall permit free and open competition.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree in Business Administration from an accredited college or university, supplemented by a minimum five (5) years of professional experience in governmental purchasing and employee supervision. Comparable work experience may be substituted for education requirements.

Possession of a valid Florida Driver License is required.

B. Knowledge, Abilities and Skills:

Working technical knowledge of public purchasing principles, practices, theories, techniques and administration.

Working knowledge of current methods and techniques utilized in contract development, administration and cost benefit analysis.

Knowledge of principals and practice of public administration.

Knowledge of the various grades and qualities of commodities purchased and the sources of supply and price trends.

Knowledge of basic budgetary principals and procedures.

Ability to work effectively with department heads, government agencies, retailers and the general public.

Ability to express ideas effectively, both orally and in writing.

Ability to understand and carry out complex oral and written instructions.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Stuart’s ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural backgrounds.

Ability to supervise work of subordinate personnel; approve the annual goals of the individuals under his supervision and direct them to the attainment of these goals.

Skill in identifying administrative and operational problems, and in developing long tern administrative systems.

C. Physical Requirements:

Task involves frequent walking, standing, bending, reaching, stooping and some lifting and carrying objects of moderate weight (30 pounds); and/or the operation of vehicles, office, shop, keyboard or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.
Task requires depth perception and discrimination
Task requires visual perception and discrimination.
Task requires oral communications ability.

Approved:_____Date:_____
Human Resources Director

Approved:_____Date:_____
Financial Services Director

Received by:_____Date:_____
Employee