

PURCHASING MANAGER

Department:	Purchasing	Reports To:	Parish Administrator
Division:	Administration	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Parish President	Date of Approval:	October 2002
Pay Grade Level:	9		

JOB SUMMARY

Directs and coordinates activities of personnel engaged in purchasing and distributing materials, equipment, and supplies in an organization by performing the following duties personally or through subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Plans, organizes, directs, and controls activities related to the procurement function
- Organizes, supervises, and directs the work of clerical and central supply personnel engaged in receiving, issuing, and delivering supplies and equipment
- Prepares instructions regarding purchasing systems and procedures
- Analyzes market and delivery conditions to determine present and future material availability, and prepares market analysis reports
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service
- Designs, implements, manages, and monitors procurement reporting systems to meet organizational requirements
- Recruits and maintains suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct
- Reviews purchase order claims and contracts for conformance to organizational policy
- Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications
- Oversees all activities related to procurement of an item, from intent to purchase through delivery of item

- Assigns procurement requests to the appropriate personnel
- Negotiates or supervises the negotiation of complex requests for equipment, supplies, and services from suppliers and subcontractors
- Develops and installs clerical and office procedures and practices, and studies work flow, sequence of operations, and office arrangement to determine expediency of installing new or improved office machines
- Arranges for disposal of surplus materials
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Purchasing Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services. Continually works to improve supervisory skills.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and/or Experience. Bachelor's degree (B. A.) from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills. To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Order processing systems; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

Other Skills and Abilities. Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software (Corel WordPerfect, Excel, Quattro Pro, and Lotus 123, preferred), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

OTHER QUALIFICATIONS

- Ability to be bonded

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.