

City of Fort Worth, Texas Job Description

Classification Title	Purchasing Manager		
Job Code:	MG1511	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/16/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, supervises and coordinates the activities and operations of the Purchasing Division within the Finance Department. Oversees the procurement of goods and materials for city departments; creates, enforces, interprets and modifies purchasing laws, policies and procedures; negotiates and maintains contracts for services provided; coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to the Chief Financial Services Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of purchasing programs, delivery methods and procedures; and works with employees on the continuous improvement of purchasing program services.
4. Reviews, evaluates and approves formal contracts and correspondence relating to bid documents and awards.
5. Conducts a variety of operational and organizational studies for purchasing services and procedures; recommends modifications; and implements changes.
6. Reviews all formal contracts and related documents; and coordinates public bid openings for formal bid advertisements.
7. Monitors expenditures to ensure all purchasing is conducted in compliance with State and city approved policies and procedures.
8. Assists City Council, upper management, city employees and other public entities and vendors with procurement related issues.

9. Attends Pre-Council and City Council meetings. Responds to department and council concerns or questions with regard to purchasing policies, procedures and activities.
10. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
11. Serves as the liaison for the purchasing division with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; and provides staff assistance to the Chief Financial Services Officer.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
15. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of a public purchasing and contracts program.
 - Principles and practices of negotiating contracted services.
 - Principles and practices of program development and administration.
 - Methods and techniques of negotiating and evaluating purchased services.
 - Market trends and conditions.
 - Federal, state and local rules and regulations governing a municipal purchasing program.
 - Best business practices, markets, federal and state purchasing laws, city ordinances, purchasing policies and procedures and public purchasing ethics.
 - Principles and practices of accounting and cost benefit analysis.
 - Materials, supplies and equipment typically used in municipalities and the source for such products.
 - Governmental purchasing and contract administration.
 - Principles and practices of municipal budget preparation and administration.
 - Financial and purchasing technology systems.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Negotiations.

- Interpersonal relations.
- Organization and time management.
- Computers and applicable software.
- Public speaking.
- Customer service.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee and participate in the management of a comprehensive public purchasing and contracts program.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Participate in the development and administration of division goals, objectives and procedures.
 - Prepare and administer large program budgets.
 - Evaluate the quality and price of products to judge suitability of goods and alternatives offered.
 - Develop new sources of supply.
 - Analyze, evaluate and modify purchasing methods and procedures.
 - Implement purchasing plans and policies for the City.
 - Maintain accurate records and controls.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Interpret and apply Federal, State and local policies, laws and regulations.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a related field and five years of increasing responsible experience in purchasing or contract administration, including two years of administrative and supervisory responsibility and two years of experience in purchasing for public agencies.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.