



PURCHASING MANAGER AND CAPITAL PROJECTS

FLSA: Exempt

Grade 34 \$71,713.21 - \$114,741.12

GENERAL DEFINITION

Under the general direction of the Financial and IT Services Director oversees the purchasing function pursuant to Federal, State, the City Code of Ordinances, and local laws. The position is responsible for coordinating the financial administration of the City's capital projects, capital improvement program budget process including debt and grant administration. This position ensures adherence to generally accepted standard purchasing principles, generally accepted accounting principles, and other regulatory standards applicable to the position. Develops and recommends policies for areas of responsibility.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the financial administration of the City's capital projects and grants.
- Oversees the purchasing function, developing and maintaining an effective and efficient purchasing process.
- Manages the annual Capital Improvement Program (CIP) budget process
- Prepares Request for Proposals on financing opportunities and other services as required.
- Administers the City's debt, ensuring compliance with covenants, as well as related statutory and regulatory requirements.
- Oversees miscellaneous accounts receivable, such as ambulance services.
- Reviews applicable accounting and purchasing policies and procedures on an ongoing basis, recommending revisions as needed, to ensure proper internal controls and audit tracking systems are in place.
- Prepares appropriate written financial reports for Commission, board and staff meetings, to include oral presentations as required.
- Oversees the review of the general ledger capital project accounts to ensure proper recording of revenue and expenses.

PURCHASING MANAGER AND CAPITAL PROJECTS

FLSA: Exempt

Grade 34 \$71,713.21 - \$114,741.12

- Oversees staffing requirements, including interviewing and selecting eligible candidates for positions, preparing annual evaluations, as well as providing guidance, assistance, and direction in proper policies and procedures.
- Assists the Comptroller in the year-end annual audit process.
- Serves on related committees as determined necessary.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of generally accepted standard purchasing principles and purchasing-related statutes and regulatory requirements.
- Knowledge of principles and practices of capital projects budget development and administration.
- Advanced knowledge of municipal finance, governmental accounting, and financial reporting.
- Knowledge of legislation, statutes, ordinances, and regulatory standards applicable to the management and administration of public funds.
- Knowledge of modern office practices, procedures, computerized accounting systems, equipment, and techniques applied to governmental accounting systems.
- Skills to maintain a complex set of accounting records and reports.
- Ability to direct the preparation of complex financial reports.
- Ability to effectively manage (including planning & organizing, delegation, oral communication, and control) the work of professional and clerical personnel.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively, both written and verbal.
- Ability to present a strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university with a major in accounting or finance; five (5) years experience in a financial management field, with a minimum of three (3) years

PURCHASING MANAGER AND CAPITAL PROJECTS

FLSA: Exempt

Grade 34 \$71,713.21 - \$114,741.12

supervisory experience. A Master's degree in a business-related field may substitute for two (2) years of the required work experience.

PREFERRED

Three (3) years of financial experience in a governmental organization; a Master's degree in related field with 5 years procurement experience; a Certified Government Finance Officer (CGFO).

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

PURCHASING MANAGER AND CAPITAL PROJECTS
FLSA: Exempt
Grade 34 \$71,713.21 - \$114,741.12

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date