



**MANAGER, PURCHASING**  
**FLSA: EXEMPT**  
Grade 34 \$71,713.21 - \$114,741.12

**GENERAL DEFINITION**

This is administrative and specialized technical work involving the responsibility for purchasing commodities, materials, supplies, equipment, and services to meet the operational requirements of the City of Oakland Park. The Purchasing Manager will assure adherence to economical purchasing methods and procedures for procuring materials, supplies, services, and equipment. Purchasing Manager will be responsible for the review of requisitions, preparation of specifications and bid invitations, analyses of bids, preparation of recommendations, supervision of the property control function, including any support staff, and related work. Assignments are received orally and in writing. Purchasing Manager is expected to anticipate work assignments, exercise judgment, and make decisions within the scope of responsibilities. Work is performed under the general direction of the Financial Services and Information Technology Director, or designee.

**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 any 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.

- Plans, organizes, develops, and coordinates effective purchasing procedures for the requisition and procurement of materials, equipment, and services.
- Coordinates and prepares bid specifications, advertising, and selection processes for purchases requiring competitive bids.
- Coordinates with administration to place legal advertisements, conducts bid openings, and tabulate bids.
- Assures compliance with local, state, and federal purchasing policies, procedures, and regulations governing public purchasing and competitive bidding.
- Communicates with vendors, external sales staff, and all levels of internal staff concerning the availability and purchase of various items.

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- Reviews requisitions up to authorized purchase limits and makes decisions regarding optimum systems for procurement.
- Prepares and issues purchase orders; ensures the receipt of all goods, materials, services, and equipment in accordance with specifications and contract provisions.
- Develops and maintains purchasing manuals; establishes and maintains records and controls relating to City purchasing activities.
- Develops and manages the establishment and maintenance of a comprehensive vendor resource and records system for all City purchasing activities.
- Consults with and advises municipal departments of their purchasing needs.
- Conducts special surveys or studies and prepares reports on findings.
- Interviews sales representatives and visits sales establishments to evaluate merchandise for quality and grade.
- Meets with vendors and/ or visits point-of-sale as required.
- Disposes of surplus, obsolete, and salvage items pursuant to applicable laws.
- Develops and coordinates effective property control procedures including maintenance of records and controls.
- Administers and manages the City's procurement card program.
- Reviews requisitions to insure correctness, maintains capital expense schedule; assures that funds are budgeted for requisitioned material; approves purchase orders; places purchase orders for emergency requirements with local vendors.
- Supervises, assigns, and reviews daily activities of Purchasing Specialist.
- Supervises support staff pertaining to purchasing and property control functions.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to identify source of trouble and take corrective actions.
- Expedites delivery of goods to users; implements and maintains a tagging system to improve the accuracy and reliability of future inventories.
- Prepares and administers inter-local cooperative purchasing agreements with other agencies.

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**KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of governmental purchasing principles, methods, and procedures, including the laws and statutory requirements governing competitive bidding processes for purchases.
- Considerable knowledge of the formal and informal bid process.
- Ability to analyze bids, manage the competitive bid process, and the City's compliance with regulatory standards governing the work.
- Substantial knowledge of principles and practices of municipal administration.
- Substantial knowledge of office practices and procedures; ability to operate office equipment, computers, and office software.
- Ability to analyze the purchasing needs of municipal departments and to develop a purchasing program to provide effective service.
- Ability to establish and maintain working relationships with department heads, employees, vendors, salesmen, and the general public.
- Ability to express ideas and communicate clearly, both verbally and in writing.
- Ability to research and develop product and equipment specifications in accordance with standard industry practices.
- Knowledge of principles, techniques, and industry standards as applied to municipal property control and management.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree in Public Administration, Business Administration, Business Management or related field, and three (3) years purchasing experience in a moderate to large-scale institution, with experience in developing specifications for complex equipment acquisitions.

OR

Associate degree in Public Administration, Business Administration, Business Management, or related field and five (5) years' experience.

OR

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High School Diploma/GED with (10) years of relevant purchasing experience in a municipal services environment.

**PREFERRED EXPERIENCE**

- Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), or Certified Public Purchasing Buyer (CPPB) preferred.
- 5 years' purchasing experience

**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 respective 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 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.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

PRINT NAME

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Employee signature

\_\_\_\_\_  
Date