

CITY OF MADERA

PROCUREMENT SERVICES MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, the Procurement Services Manager directs, assigns, and supervises the work of the Procurement Services Division of the Administrative Services Department; plans, develops, administers, and implements the City's centralized purchasing activities; carries out competitive bid procedures and negotiates purchases; buys supplies, materials, equipment, and non-professional services; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single-position classification. The **Procurement Services Manager** is responsible for the most non-routine or unusual questions, problems, or deviations from the standard range of assignments, tasks, procedures, or operations with little or no immediate supervision; has responsibility for carrying out, interpreting, and enforcing existing policy and methods.

SUPERVISION RECEIVED/EXERCISED:

General direction is provided by higher-level management staff. Responsibilities include direct supervision of professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops and implements division goals, objectives, policies, and procedures in support of the department's mission, vision, and values; evaluates division activities, policies, procedures, and department rules, orders, and regulations and makes recommendations as needed.
- Directs, assigns, plans, organizes, and supervises Procurement Services activities; oversees major purchases/contracts requiring formal and informal bidding and administration of annual service contracts; negotiates and resolves significant and controversial issues; manages the Procurement Services annual budget.
- Develops, implements, monitors, and evaluates the effectiveness of policies and procedures for and concerning competitive bids and/or negotiated purchase of supplies and non-professional services, City debit cards, Central Stores ordering, surplus property disposition.
- Prepares, reviews, and analyzes various reports, policy documents, and letters to the City Council, Council Committees, and other agencies.

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- Coordinates activities of the Division with those of other City and outside agencies to ensure effective delivery of services; ensure that all procurements meet legal and professional standards by enforcing pertinent codes, policies, and regulations, and professional business ethics.
- Assigns, supervises, coordinates, reviews, and evaluates the work of subordinate staff.
- Keeps current of new products, technological changes, and supply functions; new trends and innovations in the field of purchasing and contract administration.
- Performs other or related duties as assigned.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Procurement Services Manager**. A typical way of obtaining the required qualifications is to possess the equivalent three years experience in a government or commercial procurement or materials management operation, two of which involved supervising the procurement activities of a high-volume procurement section with experience in developing bid specifications, contract writing, and contract administration. and graduation from an accredited college or university with a Bachelor's Degree materials management, business or public administration, economics, or a related field.

Substitution:

Additional experience deemed acceptable by the department head and as approved by the Director of Human Resources may be substituted for the required education on a year-for-year basis.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

- Public procurement and contracting laws, rules, and regulations.
- Procedures for developing bid specifications and awarding contracts for public agencies.
- Market trends and electronic commerce.
- Shipping, receiving, warehousing, and inventory control procedures.
- U.S. Postal Services regulations for processing of high-volume mail.
- Principles and practices of public administration, governmental budgeting, supervision, personnel administration, analytical procedures, and modern office management methods and practices.
- Supervisory principles and practices.
- Surplus government property disposition requirements.

Skill in:

- Presenting ideas effectively verbally and in writing.
- Budget development and administration.
- Independent decision making.
- The use of computers and computer applications and software.

Ability to:

- Interpret and apply regulatory practices, rules, and policies to factual situations.
- Develop procurement procedures and programs that will result in the most efficient use of City funds.
- Write clear, concise reports.
- Identify ramifications of decisions, anticipate problems, and take proactive action.
- Supervise and evaluate staff.
- Establish and maintain effective working relationships with people of diverse backgrounds, both internal and external to the organization.
- Meet deadlines in highly political environment.