



## **Manager of Purchasing Support**

**Category:** Exempt  
**Pay Grade:** E26  
**Job Code:** 08478

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs responsible management, administrative, and supervisory work supporting the central purchasing operation of the County; manages the operations of the Board of County Commissioner Purchasing Card Program; assists in the organizing, coordinating, and supervising of one or a combination of major programs and activities of the purchasing function including the supervision and staff development of a professional, support, and clerical staff.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists director by performing the management functions relating to the day-to-day functions and operations of the Board of County Commissioner Purchasing Card Program;
- Prepares and edits award recommendations, contract agreements, and change orders;
- Reviews and approves requisitions and purchase orders;
- Manages, monitors, and evaluates the day-to-day departmental operations as assigned by the director;
- Evaluates the work of assigned departmental staff and provides staff training and development;
- Recommends and implements changes in policy and procedures as necessary to meet continually varying requirements;
- Supervises and contributes to the preparation of departmental reports relative to costs, quality, quantity, value, trends, systems, and personnel;
- Recommends change relative to the Automated Purchasing System;
- Assists in preparing the annual budget of the Purchasing Department;
- Confers and corresponds with County departments and vendors, providing information concerning department operations, and explains policies and procedures;
- Advises and assists County departments in the development of specifications;
- Performs related work as assigned or required;
- In the absence of both the director and manager of operations, may serve as acting director;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Seven (7) years of progressively responsible work in purchasing and materials management that includes one (1) year as lead worker, supervisor, or supervisor training; or an Associate's degree in public or business administration, accounting, or a related field and five (5) years of progressively responsible work in purchasing and materials management that includes one (1) year as lead worker, supervisor, or supervisor training; or a Bachelor's degree and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of purchasing procedures and methods, including considerable knowledge of specification writing;
- Knowledge of accounting principles as they relate to procurement and maintenance of inventory records;
- Knowledge of the administrative principles involved in supervising personnel;
- Knowledge of operating characteristics, capabilities, and limitations of automated information equipment utilized in data and word processing applications;
- Ability to apply computer applications and software;
- Ability to conduct negotiations and interpret contracting requirements and other related legal documents;
- Ability to plan and direct the work of a staff of professional and clerical employees and to maintain effective working relationships with the staff, other departments, County officials, vendors, and the general public;
- Ability to prepare written and oral reports on purchasing practices in the County.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.