



## **Manager of Purchasing Operations**

**Category:** Exempt  
**Pay Grade:** E30  
**Job Code:** 08498

*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 highly responsible management, administrative, and supervisory work coordinating and managing the operations of the Purchasing Department; assists in organizing, coordinating, and directing one or a combination of major programs and activities of the purchasing function, including the supervision and staff development of a professional and or clerical support staff; coordinates and implements special projects, training of staff and user departments, coordination and management of the automated purchasing system, and oversight of the commodities and services contracting process.

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

- Assists director by managing functions relating to general departmental operations, Purchasing Department programs, staff oversight, training, special projects, and the commodities and services contracting process for all agencies and departments of the Board of County Commissioners;
- Manages and monitors the consultant contracting process for all departments of the Board of County Commissioners;
- Implements and establishes training programs for County departments pertaining to procurement related functions and applications under the supervision of the director;
- Implements, manages, and directs special projects as required and under the supervision and direction of the director;
- Recommends changes in policy and procedures as necessary to meet continually varying requirements and processes;
- Supervises and contributes to the preparation of departmental reports;
- Manages, implements, and recommends change relative to the Automated Purchasing System;
- Assists in preparing the annual budget of the Purchasing Department;
- Advises and assists County departments in the development of specifications;
- In absence of the director shall serve in an acting capacity;
- Manages disaster binder process and implements requirements for disaster activations;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Seven (7) years of progressively responsible work in Purchasing and/or Materials Management that includes three (3) years in a supervisory capacity; preference to candidates possessing and maintaining certification as a Certified Public Purchasing Officer or Certified Purchasing Manager; or an Associate's degree in business, management, finance, accounting, marketing, public administration, or related field and five (5) years of experience with a certification designation as described above; or a Bachelor's degree and a certification designation 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.
- Candidate to obtain a Certified Public Purchasing Officer and/or Certified Purchasing Manager designation within one year of employment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of purchasing procedures and methodology, including considerable knowledge of specification writing with emphasis on service contracts;
- Knowledge and experience with governmental procurement processes with emphasis on professional service contracts;
- Knowledge and experience with managing programs and special projects;
- Knowledge and experience pertaining to purchasing related computer applications;
- Knowledge and ability to conduct negotiation and interpret contracting requirements and other legal documents;
- Knowledge, ability, and experience creating and conducting training classes with emphasis on public speaking;
- Ability to apply computer applications and software;
- Ability to plan and direct the work of a staff of professional and or clerical employees;
- 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:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.