

Title: Assistant Purchasing Manager
PG: 54
Status: Civil Service
Position Reports to: Purchasing Manager
Department: Risk Management

Class Code: 2005
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible supervisory position assisting the Purchasing Manager in administering the activities of the Purchasing and Stores Division. Work involves planning, organizing and directing the programs and activities of the division. Responsibilities include supervision of staff, decision-making regarding purchases and sales when required, recommending new purchasing policies and procedures. Work is performed under administrative direction and is reviewed through conferences, reports, and results obtained.

ESENTIAL FUNCTIONS:

1. Reviews purchase requests and makes decisions on methods of purchasing
2. Prepares and/or reviews specifications.
3. Places orders for materials, supplies, major equipment, contracts and subcontracts.
4. Represents the Purchasing Manager at conferences, meetings, bid openings, and other related events.
5. Awards purchase to most responsive vendor bidding the lowest price, which meets the specifications.
6. Provides liaison with vendors in dealing with problems related to procurement such as tracing delayed or misplaced purchase orders and requisitions.
7. Interviews vendors and sales representatives and develops lists of qualified vendors for types of goods purchased.
8. Coordinates the sales and/or disposal of City owned property, materials, equipment and scrap materials.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of purchasing principles, practices, City Purchasing Procedure Manual, and the laws and regulations governing public procurement.
2. Considerable knowledge of they types, grades, and supply sources of equipment, supplies, unit prices, market trends and services to be purchased.
3. Considerable knowledge in the procurement of power generation equipment, services, contracts and subcontracts including construction, fabrication, and installation services.
4. Knowledge of accounting practices and procedures, as they relate to government purchasing.
5. Knowledge of methods and procedures in the receipt, storage, and transportation of merchandise and major equipment
6. Knowledge of modern office methods, practices, and equipment.
7. Ability to prepare and/or review and supervise the preparation of clear and objective purchasing specifications.
8. Ability to plan, organize and direct the work of subordinates.
9. Ability to establish and maintain effective relationships with vendors, co-workers, other City employees and the general public.
10. Ability to assist all city departments with daily purchasing requirements, annual contracts for services, budgetary assistance, and vendor arbitration.
11. Ability to express ideas clearly, orally, and in writing.
12. Ability to conduct pre-bid conferences and public bid openings.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards bright/dim light,
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major emphasis in Purchasing, Finance, or Accounting in public or business administration.
2. Four (4) years of progressively responsible experience in purchasing including one (1) year of supervisory or administrative work, preferably in the public sector.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.