



JOB DESCRIPTION

Purchasing Manager (Exempt)

Reports to: Assistant Director of Operations

Salary Range: Level 42
\$61,863 - - \$78,875 - - \$95,887

Job Summary:

This position must have a thorough knowledge of Public Sector Purchasing requirements and will be overseeing various aspects of non-programmatic procurements using the CAPS system. Duties include reviewing project proposals to determine the best method of procurement, ensuring the development of the procurement documents meets CSC requirements, ensuring the application section aligns with the scope so that the applicant's proposal meets the intent, ensuring the raters and their related conflicts are properly captured, providing necessary reports, etc. Additionally, this position is responsible for ensuring these procurement documents are properly stored to meet records retention requirements.

This position is also responsible for performing a variety of administrative and operational functions related to ordering and purchasing office materials and supplies, as well as special projects required for the efficient operation of the organization.

Major Duties and Responsibilities

Knowledgeable of public-sector procurement practices such as Requests for Proposals, Requests for Qualifications, soliciting bids for various goods and services, and other specialized procurement methods.

Procurements are released through CSC's CAPS system, and this position will assist in managing all aspects of that process. This includes, but not limited to: ensuring the procurement documents are complete, contain all necessary requirements and any attachments are included; ensuring the application aligns with the request and will solicit the intended results; ensuring the rating process is complete and results are accurately conveyed; assisting with the presentation

to the Council for approval; ensuring all records and procurement related documents follow required record retention guidelines.

Provide training and technical assistance to prospective applicants related to the CAPS system.

Prepare, develop and manage procurement schedules and processes. This includes coordinating information from various sources and using best practices methods within the solicitation.

Oversee and manage the various procurement related meetings, such as departmental procurement visioning, community focus groups, Pre-bid Conferences, applicant interviews and procurement rating committees, etc.

Work closely with internal procurement area source experts (i.e. departmental lead for the procurement) to obtain the background information needed to review and finalize the procurement document, consolidate rater and interview information and to prepare final recommendation documents for the Council.

Coordinate purchasing activities in accordance with CSC's Purchasing Policy. Perform the necessary steps for the procurement of items, collect quotes, follow-up with vendors, etc. Negotiate with various vendors to ensure the best price for CSC.

Maintain vendor files and ensure all vendor information is correct and complete (W-9 forms). Prepare the 1099's and other related reports and summaries.

Process transactions associated with the Administrative expenditures of the organization using the P-card. This includes ordering of office supplies, facilities, etc.

Assist in the day-to-day Facilities Management. This includes being the liaison between CSC and the Facilities Management Company for all building-related issues; monitoring and ensuring all repairs are completed by the Facilities Management Company's staff or contracted vendors; managing any license renewals, inspections and applications for the building (i.e. elevator renewals); surface building-related issues; etc.

Performs necessary scanning and indexing of documents via Laserfiche that are deemed to be stored electronically. Acts as point of contact for the day-to-day management of the electronic records.

Surface, investigate and resolve problems/issues/discrepancies associated with non-programmatic procurement functions and activities. This includes responding to telephone or email inquiries, following up accordingly, ensuring systems are functioning properly, etc.

Coordinate and collaborate with other departments where appropriate, to promote quality service.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree in Accounting, Business or related and five (5) years or more successful, relevant experience working in Administration preferably in a governmental, not-for-profit agency or other highly complex organizational environment, OR Associate's degree in Accounting, Business or related and seven (7) years or more successful, relevant experience working in Administration preferably in a governmental, not-for-profit agency or other highly complex organizational environment OR high school diploma or equivalent and fifteen (15) years or more successful, relevant experience working in Administration preferably in a governmental, not-for-profit agency or other highly complex organizational environment.

Specialized knowledge in procurement processes.

Ability to problem solve and work independently.

Ability to work concurrently on multiple procurements and projects.

Ability to be flexible to changing deadlines and priorities.

Excellent writing skills.

High level of attention to detail.

Ability to communicate and negotiate effectively with others.

Strong public presentation skills.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 1/22, 10/22;
Revised: 3/24