

PURCHASING MANAGER

GENERAL STATEMENT OF DUTIES: Performs a variety of professional and technical duties involving the procurement of supplies, services, and equipment; assists in administration of county-wide supply and service contracts; serves as immediate supervisor to the print shop and purchasing employees; works under the supervision of a department head; performs related duties as required.

STATEMENT OF TASKS:

Receives and reviews all purchase requisitions and releases for a wide variety of supplies, services, and equipment;
Works in close conjunction with departmental personnel on such aspects of procurement as requirements, specifications, and prices;
Reviews and analyzes departmental purchases for opportunities to combine quantities of like materials to achieve volume discounts;
Conducts research into markets and potential suppliers to determine most favorable contract structure;
Provides interface between County departments and supplier representatives;
Facilitates efficient billing procedures and when appropriate, expedites payment of invoices;
Prepares bid documents, conducts bid openings, and evaluates bids;
Develops Requests for Proposals;
Assists departmental personnel in using automated purchasing system;
Disposes of surplus property;
Negotiates and approves contracts with vendors, subject to final approval by the Department Head;
Assists in administration of County wide communications systems, i.e. phone, voice mail, hard copy mail management, etc.;
Makes recommendations regarding bids to department head and/or Board of Commissioners;
Supervises employees in the print shop and Purchasing office.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of purchasing practices and policies and business law;
Familiarity with word processing and spreadsheet software;
Ability to make decisions in accordance with federal and state laws, the Genesee County Purchasing Regulations, and applicable County policies;
Ability to establish and maintain effective working relationships with suppliers, County officials, employees, and the public;
Ability to supervise employees;

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Ability to operate necessary computer equipment;
Ability to attend work regularly and work under stressful conditions.

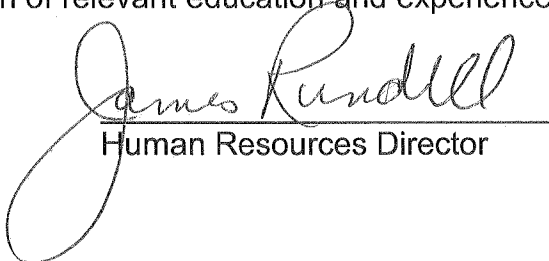
MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Economics, Accounting, or closely related field and at least one year of experience in all aspects of the preparation of Invitation For Bids, Request For Proposals, approval of purchase orders and the negotiation of procurement contracts where the primary function was the procurement of supplies, services, and equipment for a diverse, multi-facility organization.

-OR-

An acceptable, equivalent combination of relevant education and experience.

Implemented: June 26, 2001
Revised: June 21, 2005



Human Resources Director