

HOUSING AUTHORITY of the COUNTY OF MONTEREY

Approved: 06/01
HACM

PROCUREMENT MANAGER (FLSA Exempt)

DEFINITION/PURPOSE:

Plan, organize, and direct the procurement activities of the Authority, to include purchasing, warehousing and storage, distribution, and inventory control of all items purchased. Manage the Procurement unit. Ensure that the Authority has sound purchasing/procurement processes and procedures following all applicable rules for a public agency and requirements of funding agencies. Administer disposition policy for excess, damaged, lost, or other non-usable property and fiscal records. Provide technical staff assistance to the Chief Administrative Office/Human Resources Director.

DISTINGUISHING CHARACTERISTICS:

This management classification requires full competency in all aspects of local governmental purchasing management and is responsible for performing the procurement and management of supplies, furniture, automobiles, trucks, and equipment used by the Authority. It differs from all other classifications in that it is responsible to the Chief Administrative Office/Human Resources Director for the Authority's purchasing, inventory control, warehousing, and distribution programs.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general direction of the Chief Administrative Officer/Human Resources Director, with significant independence.

This classification provides direct and general supervision to the assigned buyer, inventory control, and clerical personnel.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, organize and direct Authority-wide purchasing, warehousing, and distribution programs and supervise assigned buyer, inventory and assigned clerical personnel.
- Develop sources of supply, interview vendors to obtain product information.
- Issue purchase orders on behalf of the Authority and perform buyer functions.
- Establish appropriate bidding procedures. Prepare and analyze bids for price, legality, and acceptance of items with respect to specifications, and recommends award of bids to the Chief Administrative Officer/Human Resources Director.

- Consult with Department Heads and organizational units regarding all aspects of purchasing. Resolve general ledger issues with the Finance division and payment problems with vendors. Confer with all types of contractors.
- Negotiate best source contract or purchase orders for commodities for which competitive bidding is not appropriate.
- Monitor procurement contracts to assure vendor compliance, schedules, and terms.
- Administer the Authority's Fleet Contract.
- Review requisitions from Authority organizational units for compliance and accuracy. Group items to facilitate bids on larger quantities.
- Research and confer with Department Heads in preparing purchasing specifications on items to be bid on.
- Inspect and maintain quality control for supplies and equipment.
- Coordinate the disposal of excess property. Issue property control numbers for non-expendable equipment and maintain inventory. Conduct warehouse and off-site inventories. Responsible for verifying annual inventory of all non-expendable equipment. Administer special tool inventories for maintenance and force account personnel.
- Prepare correspondence and various periodic reports. Investigates complaints and secures adjustment. Resolve billing and payment problems, and review invoices for completeness, accuracy, and appropriate coding.
- Undertake special assignments as directed by the Chief Administrative Officer/Human Resources Director.
- Respond to and resolve issues pertaining to purchasing programs. Inform the Assistant Director for Facilities Management, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Chief Financial Officer/Human Resources Director regarding management and operations issues and other purchasing-related matters.
- Initiate the development of purchasing policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs. Develop, revise, and implement forms, including training organizational units in their use.
- Review and prepare comments on proposed Federal, State, and local regulations and their prospective impact on purchasing and authority programs. Suggest alternative courses of action, as applicable.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of procurement work.
- Participate in the selection of procurement staff. Responsible for unit employee training, motivation, supervision, and evaluation. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and timecards.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Serve as chairperson of the Safety Committee
- Perform related duties as assigned.

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Knowledge of – Principles and practices of purchasing, warehouse management, shipping and receiving. Practices and methods of competitive bidding, and negotiation. Sources of supply, marketing practices, and pricing methods and differentials. Laws and regulations applying to purchasing in the public sector. Principles and practices of supervision, training, and evaluation. Principles and methods of computerized inventory control and maintenance. Basic accounting and bookkeeping principles. Occupational hazards and standard safety practices. Housing laws, programs and agency rules, regulations, standards, and programs. Uses of personal computers

Ability to – Plan, organize, and direct, an Authority-wide purchasing program in a manner conducive to full cooperation. Maintain confidentiality. Gather, tabulate, analyze, and interpret inventory and accounting data. Organize work effectively and maintain accurate and systematic records. Effectively negotiate purchases. Effectively utilize inventory and record keeping systems, including computerized systems. Comprehend and interpret complex rules, regulations, and laws. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Prepare clear and concise reports, correspondence, and other written materials. Make rapid and sound independent judgments. Operate standard office equipment and a personal computer using various Windows-based applications programs.

Licenses and Certificates - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority. Possess or obtain a valid forklift operator's license.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, operate keyboard equipment, and lift up to 50 lbs. Occasional exposure to noise and dirt. A majority of work is conducted in a standard indoor office environment.

Other – Provide an annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Five (5) years of increasingly responsible experience in the public or private sector material management, purchasing a wide variety of materials, supplies, and equipment, including responsibility for warehousing and inventory. Two (2) years of supervisory experience.

Education – Possess a bachelor’s degree from an accredited college or university with a major in business administration, material management, or a closely related field. . Possession of a master’s degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.