



RICHLAND COUNTY RECREATION COMMISSION

FINANCE DIVISION

POSITION SPECIFICATION

Procurement Manager

Starting Salary: \$55,000

General Nature of Work:

Under limited supervision, performs supervisory administrative and purchasing work for the Richland County Recreation Commission in the Finance Division. Work primarily involves planning, developing and implementing policy and procedures for negotiating and entering into contracts to procure services, including professional and construction, supplies and equipment for the commission at prices and quality standards that best benefit the Commission. Employee is responsible for preparing and reviewing and evaluating complex bid specifications, reviewing bid replies and proposals, awarding purchasing contracts, and administering contracts for materials, supplies and/or services. Employee is also responsible for managing and maintaining inventories, and general bookkeeping duties associated with acquisition and transfer of supplies and equipment. Employee must exercise considerable initiative and independent judgment in determining proper contractual agreements to benefit the Commission, and for managing the purchasing program. Employee must also exercise tact, courtesy and firmness in frequent contact with vendors. Reports to the Director of Finance and/or the Chief Financial Officer.

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.

Essential Job Functions:

Plans and administers programs and procedures consistent with the agency's procurement policy to maximize value obtained for public dollars expended.

Plans and administers uniform policies and procedures with respect to buyer-seller relationships which promote competition and provide for the fair and equitable treatment of all persons involved in public purchasing by the Commission.

Prepares and edits contractual documents for procurement of construction and professional and other services, submitting to agency Attorney and Executive Director for approval; assists with administration of approved contracts, as requested.

Reviews all procurement transactions to ensure compliance with federal, State and local laws, policies, and procedures, documenting any discrepancies; edits final drafts of requisition orders and authorizes purchase orders; reviews invoices, resolving problems or discrepancies, as necessary.

Participates in planning with senior-level Commission personnel to facilitate consideration of alternate materials and methods, promote consolidation of purchasing, and develop responsive purchasing schedules; oversees and participates in instruction of Commission personnel on laws, rules, regulations, policies and procedures pertaining to purchasing and procurement through the Finance Department.

Receives professional and technical training in purchasing work for the Commission.

Prepares complex commodity specifications and performance conditions to elicit competitive pricing for a variety of commodities and services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and awards purchase contracts to vendors meeting rates and conditions most favorable to interests of the Commission. Additionally, leads evaluation and negotiation committees for selection and contracting for professional services and other negotiated contracts.

Leads evaluation and negotiation committees for selection and contracting for professional services and other negotiated contracts.

Develops and administers purchasing division budget; assists other departments in developing budget proposals.

Conducts public bid openings; provides information to Commission officials and media representatives, as appropriate, concerning project status and/or bid awards; responds to protests of awards.

Prepares and procures franchise agreements.

Inspects materials and supplies received to ensure quality and quantity reconciles with contracted specifications; conducts site visits to ensure same.

Contacts prospective vendors to update bidders list and obtains other information; provides instruction on procurement procedures.

Conducts division staff meetings in absence of Director; attends and participates in civic, professional, and public relations functions.
Performs other related duties as required.

Minimum Education & Experience:

Graduation from a four-year college or university with a degree in business, economics, marketing or a related field, and 6 to 9 years of progressively responsible experience in governmental purchasing with supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Certified Professional Public Buyer (CPPB) and/or Certified Public Purchasing Officer (CPPO) professional certification required.

Knowledge, Skills & Abilities:

Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates, and receiving instructions, assignments and/or directions from superiors.

Ability to read a variety of records and reports including monthly budget reports, invoices, requisitions, correspondence, bid requests, specifications, etc. Requires the ability to prepare bids, supply room reports, technical data, bid notices, letters, purchase orders, bid recaps, and related reports and records, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to apply principles of rational systems as applied to purchasing principles and processes to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret purchasing, medical, engineering, legal, accounting, electrical, and marketing terminology and language.

Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; to determine time and weight; and to utilize basic systems of algebra and geometry.

Ability to inspect items for proper length, width, texture, and shape.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Knowledge of modern governmental purchasing principles, methods and procedures.

Knowledge of the methods and procedures used in preparing bid specifications.

Knowledge of the formal and informal bid processes.

Knowledge of contractual terms and conditions, insurance, and bid and performance bonds.

Knowledge of modern office practices and procedures.

Knowledge of the principles of supervision, organization and administration.

Knowledge of the principles and methods of inventory control, transportation, and record keeping.

Knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services

Knowledge of the Commission budget code system.

Knowledge of the current literature, trends and developments in the field of governmental purchasing.

Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to work rapidly and accurately with figures.

Ability to apply and interpret policies and to explain these policies to other employees and vendors.

Ability to prepare bid specifications for a variety of equipment and services purchased by the Commission.

Ability to exercise independent judgment in selecting from items available and cost quotations when recommending purchases.

Ability to maintain accurate inventory and purchasing records and prepare periodic reports from these records.

Ability to assign, direct and supervise a professional and clerical staff.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively orally and in writing.

Ability to answer inquiries and questions concerning purchasing independently.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Performance Evaluation Criteria

Quality of Work

Quantity of Work

Dependability

Attendance

Initiative and Enthusiasm

Judgment

Cooperation

Relationships

Coordination of Work

Safety

Planning

Organizing

Staffing

Leading

Controlling

Delegating

Decision Making

Creativity

Human Relations

Policy Implementation

Policy Formulation

Physical Requirements:

Must be physically able to operate a variety of automated office machines which includes a calculator, computer, copier, etc. Must be able to exert up to 30 pounds of force occasionally, 5 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to: coordinate hands and eyes in using job-related automated office equipment; handle a variety of items, job-related equipment, control knobs, switches, etc.; differentiate between colors and shades of color; talk and/or hear. Must have minimal levels of eye/hand/foot coordination.