



|  |                            |  |
|--|----------------------------|--|
| <b>CLASSIFICATION TITLE:</b><br>Purchasing Manager | <b>JOB NUMBER:</b><br>7121 | <b>AFFILIATION:</b><br>Unaffiliated<br>(Non-Union) |
| <b>REPORTS TO:</b><br>Assistant City Manager       | <b>PAY GRADE:</b><br>25    | <b>FLSA STATUS:</b><br>Exempt "At Will"            |

## GENERAL SUMMARY

Performs difficult administrative work planning, organizing, and implementing city-wide purchasing and warehouse operations while serving as the principal purchasing and contracts officer, and related work as apparent or assigned. Work is performed under the general direction of the Assistant City Manager (supervisor). Divisional supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Manages and participates in the development and implementation of city-wide purchasing and warehouse policy procedures and programs; establishes, maintains, and/or manages the operating and training procedures for purchasing and warehouse activities.
- Develops and recommends goals and objectives for the division to ensure compliance with City Council policy directives, overall department goals and objectives, and any applicable local, state or federal laws, rules and regulations.
- Serves as the City's contracts officer for service/purchasing contracts and assists in development, administration and negotiation; monitors executed services/purchasing contracts to assure compliance with scope of work, terms and funding; develops contract boilerplate with advice and approval of the City Attorney.

- Serves as the principal purchasing official of the City; oversees the preparation and administration of formal sealed bids and proposals; negotiates and finalizes terms of agreement with vendors; negotiates local supply contracts; issues Requests for Proposal (RFP) and Requests for Qualifications (RFQ) for professional services; communicates with a variety of department and division personnel and outside agencies to resolve issues or concerns.
- Oversees the procurement activities including the coordination of bids/quotes, specifications, contracts, p-card, direct pay and other purchasing programs; administers cooperative purchase agreements with other public agencies; evaluates processes and implements efficiencies as needed.
- Recommends and implements City policies and procedures to standardize purchasing and contracting activities, including requests for bids and proposals, contract format, and payment schedules and forms when required; coordinates activities, provides training, explains procedures and exchanges information.
- Prepares the assigned division budgets; controls and monitors expenses according to budget appropriations; ensures fiscal responsibility and cost consciousness.
- Plans, coordinates, and manages warehouse division by utilizing efficient receipt, storage, and delivery processes that are considered best practices; ensures inventory accuracy and plans for future capacity requirements.
- Works in conjunction with the Fleet & Equipment Maintenance Manager to oversee and manage the disposal of City surplus, salvage and obsolete equipment and property.
- Manages assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.

## KNOWLEDGE, SKILLS AND ABILITIES

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### Knowledge of:

- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- State of Washington Public Works bid laws.

- City organization, operations, policies and objectives.
- Modern and best procurement practices and techniques as related to municipal purchasing.
- Best practices for fleet and warehouse operations.
- Modern office practices, procedures and equipment.
- Governmental materials management procedures.
- Management techniques, skills and problem solving.
- Principles and practices of budget development and administration.
- Contract development, administration, negotiation, and risk management.
- Record-keeping principles, procedures, and techniques.
- Public speaking techniques.
- Best practices and principles for logistics and supply chain management.

#### Skills and Abilities to:

- Train, supervise and evaluate assigned personnel.
- Develop effective intra- and inter-departmental relationships to provide services for City divisions and departments.
- Manage resources effectively to perform numerous projects simultaneously and accomplish assignments with numerous interruptions.
- Assess the market and anticipate changes in availability and lead times.
- Negotiate and compare products, prices, terms, response time, supplier performance, and other technical information, and implement the best course of action.
- Provide technical expertise and information regarding purchasing, contracting and supply chain management principles, practices, and policies.
- Modify job assignments and make or improve work schedules, methods, procedures and priorities.
- Ensure compliance with established rules, policies and regulations and City, State and local laws.
- Think strategically to process and analyze issues or situations accurately and adopt an effective course of action.
- Compile, verify data, and prepare reports.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet time deadlines.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

## **SPECIAL REQUIREMENTS**

- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in business administration, finance, or related field and six (6) or more years of experience in purchasing, contract administration, warehouse and inventory management, including three (3) years in a supervisory role, or equivalent combination of education and experience.

## **COMPETENCIES**

### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### **Supervisory**

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels

of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### **Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*


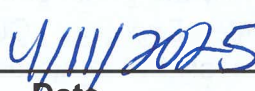

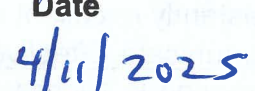

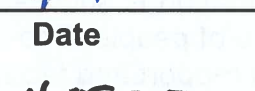
This work requires the regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken

word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Authorization (for Archive)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

|   |  |
|---|--|
|    |    |
| Human Resources Director  | Date   |
|   |   |
| Department Head   | Date   |
|  |  |
| City Manager or Authorized Designee   | Date   |