



CITY OF CHINO

Purchasing Manager

Definition:

Under general direction, supervises and participates in activities pertaining to City purchasing and central stores, and performs related work as assigned.

Class Characteristics:

The Purchasing Manager supervises the activity of a section of the Finance Department and supervises assigned clerical and technical staff.

Essential Functions:

- Assist Departments in all phases of the procurement process in compliance with applicable local, state and federal laws, rules, regulations, and policies governing public agency purchasing (e.g. California Labor Code, Prevailing Wage, and California Contract Code).
- Review solicitation requirements for reasonableness, recommend contract type, determine appropriate procurement strategy, and method of compensation.
- Perform contract administration (e.g. administer contract amendments, prepare in-house memoranda, and correspond with vendors and legal staff).
- Supervise purchasing and central stores activity; control purchase orders and related documents for completeness, accuracy, and compliance with purchasing and budgetary policies and procedures; ensure effective inventory control and issuance of equipment and supplies.
- Administer formal and informal bidding policies; evaluate bids against specifications and recommend or award contracts or purchases in accordance with City code, laws, and established policy.
- Interview and negotiate with vendor representatives concerning the availability, price, and terms of purchase of supplies and equipment; provide liaison between vendors and City departments to resolve complaints and secure adjustments.
- Direct the transfer of City equipment and disposition of surplus property.
- Advise, and otherwise provide assistance to, other City staff regarding purchasing activity; prepare and present reports evaluating requirements for goods and services in relation to bid specifications.
- Participate in the development of section goals, objectives, policies, and procedures; maintain documentation of City purchasing procedures; assist in the preparation of the Department budget.
- Assist in the selection, training, supervision, and evaluation of assigned staff.
- Assist in the development and review of purchasing policies and procedures, and make recommendations regarding same.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in business administration or a related field (desirable).
- One or more of the following Professional Procurement Certifications is desired: Certified Professional Public Buyer, Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), or Certified Professional in Supply Management (CPSM).

Experience:

- Must have a minimum of three (3) years of verifiable, progressive public procurement experience with soliciting and contracting complex procurements, which includes, but not limited to: construction services (capital improvement projects, both horizontal and vertical construction), professional consultant services to include architect and engineering services, and grant-funded projects, including federally funded commodities and services.
- Must be well versed in complex and solicitation types, such as, IFB/ITB, RFP, RFQ, and Design-Build.
- Three years of professional purchasing experience which included some supervisory experience.

Thorough knowledge of:

- All types of procurement for various commodities and services utilized by government agencies.
- Rules and regulations regarding procurement and expenditure of federal, state, local, and grant funds.
- Principles and practices of purchasing and inventory control for a government agency.
- Record keeping methods related to the purchasing function.

Working knowledge of:

- Laws and regulations applicable to municipal bidding procedures and purchasing operations.
- Sources and types of equipment and supplies used by a municipality.
- Methods and techniques of supervision.
- Positive employee relations.

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- Office management.
- Data processing systems/applications in a public agency.

Ability to:

- Perform and/or direct purchasing and inventory control.
- Prepare and present reports of related activity.
- Interpret, understand, explain, and apply related codes, laws, policies, and procedures.
- Direct the preparation and maintenance of accurate records.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Deal constructively with conflict and develop effective resolutions.
- Supervise, train, and evaluate employees.
- Deal tactfully and courteously with internal and external customers.

Special Requirements:

- Possess a valid California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 08/21/19

Replacing Purchasing Manager classification specifications dated 10/18/2006.