



JOB TITLE: PURCHASING MANAGER	DEPARTMENT: FINANCE
REPORTS TO: FINANCE DIRECTOR	CLASSIFICATION: GRADE 21
FLSA STATUS: EXEMPT	DATE: 9/2020

### **NATURE OF WORK**

The nature of work is technical work in purchasing equipment, materials, supplies and services. Work involves responsibility for making authorized purchases, working with County department heads to streamline purchasing, and performing related purchasing functions including securing of bids, examining and assigning numbers to purchase requisitions and maintaining files of purchases. Work is performed with considerable independence according to established rules, regulations and ordinances. Work is reviewed by the Director of Finance, auditors, and through observation of results obtained and internal controls.

### **ESSENTIAL JOB FUNCTIONS**

Interviews vendors, salespersons, and department heads concerning the purchase of supplies, services and equipment; drafts specifications; analyzes bids and request for proposals, and makes recommendations for acceptance or rejection; awards bids according to established procurement policies.

Process requisitions and issue purchase orders for materials, equipment, supplies and services; obtains competitive bids and request for proposals; works with County departments to purchase goods, services, supplies and materials ensuring that all provisions of the Purchasing Manual and the Virginia Public Procurement Act are enforced.

Manages the Surplus Property Program.

Administers the County's P-card and Voyager Fleet Card programs.

Program administrator for all online purchase processes.

Maintain procurement files and provide relevant administrative contract administration oversight to ensure vendor compliance to contract terms.

Maintain database for stores, fuel, and office inventory and reconcile issues on a daily basis to ensure complete and accurate inventory procedures are performed.

Maintain annual inventory counting and reconciliation for fixed assets as part of the County's annual financial audit.

Reports all insurance claims to the County's insurance carrier.

Conducts training for County personnel for purchasing and purchase cards.

Backup to functions of accounts payable.

Performs related work as required.

### **MINIMUM QUALIFICATIONS OF WORK**

Considerable experience as a purchasing agent or buyer involving the procurement of a wide variety of materials, supplies, services and equipment, and graduation from high school (or the equivalent),

preferably supplemented by a Bachelor's degree; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Thorough knowledge of purchasing methods, practices and procedures.

Considerable knowledge of source of supplies, of markets and price trends.

Considerable knowledge of the laws, ordinances and other requirements governing the purchases of commodities for the County.

Knowledge of accounting practices as applied to procurement procedures.

Ability to make decisions recognizing established precedence and practices and to use resourcefulness and tact in meeting new problems.

Ability to compare specifications and bids and to tabulate and analyze bids.

Ability to establish and maintain effective working relationships with other employees, vendors and the general public.

Ability to communicate effectively, both verbally and in writing.

Must have the use of sensory skills in order to effectively communicate and interact with employees, public, etc.

Prefer certification as a CPPB (Certified Professional Public Buyer), CPPO (Certified Professional Public Officer), or other professional procurement certification.