

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: PURCHASING MANAGER (Job Code 735).**

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### **GENERAL STATEMENT OF JOB**

Under the general supervision of the Finance Director, directs and manages the City's purchasing program in purchasing equipment, materials, supplies, and services; directs, monitors, and manages City contracts and franchise agreements. In addition, directs and manages the City's capital inventory program, including surplus/ confiscated property and grants purchasing. Additionally, assists the Margate Community Redevelopment Agency (MCRA) with the processing of purchase requisitions and purchase orders, and oversees the formal procurement process of same. Develops and maintains current, economical procedures to procure timely, quality goods and services at the best cost for the City. Prepares and maintains annual division budget, sets division policies and procedures, and reviews all items pertaining to the Purchasing Division. Performs other job-related duties as assigned by the Finance Director.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Manages, directs, and organizes purchasing activities including the preparation of bids, requests for proposals, requests for qualifications, requests for quotes, contracts, and franchise agreements.

Directs, oversees and participates in the development of the division's work plan and budget, work products, and procedures.

Administers agreements for contracted services for annual material and service contracts involving all City departments.

Manages the development, review, preparation, negotiation, bidding, awarding, and monitoring of contractual agreements.

Supervises assigned professional, technical, and clerical employees.

Participates in recommending the appointment of employees and provides or coordinates staff training and requirements, works with employees to correct deficiencies, and implements discipline procedures.

Evaluates consultant letters of interest and competitively priced contractor bids, and recommends modifications or acceptance of such proposals and bids for contracted services.

Prepares and approves items to be placed on the City Commission agenda requiring detailed information describing procurement process, analysis, and recommendations.

Plans, coordinates, and directs the City's property control program including surplus and confiscated property.

Provides advice, guidance, training assistance and administrative support services to all City departments to assure that the conditions, provisions, terms, and schedules established for contracted agreements are adequately addressed and cover/protect the City's best interest.

Ensures that contracts are developed and awarded in accordance with applicable City ordinances and policies, applicable laws and requirements of Federal, State and governmental agencies, and professional procurement standards, including compliance with Florida Statute 287.055, the Consultant's Competitive Negotiation Act (CCNA).

Evaluates, interprets, negotiates, recommends acceptance or rejection of bids, requests for proposals, requests for qualifications, and requests for quotes, and coordinates the administration of claims of entitlement made against the City by bidders, consultants, and contractors.

Develops, implements and administers training and education programs for various City departments to ensure compliance with City purchasing policy.

Oversees purchasing card (P-card) program, including software interface, card issuance with monetary limits, and periodic upload and analysis of data.

Develops and maintains the vendor file for products and services.

Maintains records of interested, qualified firms and individuals as a source for the City obtaining letters of interest, proposals and/or bids for contracted services.

Develops, implements, and administers the procedures, practices, and policies for the evaluation of the qualifications, performance, and capabilities of consultants and contractors.

Develops, prepares, produces and maintains the reports, correspondence, records, and documents related to the City's bidding and proposal processes.

Evaluates and recommends suppliers.

Recommends goals and objectives; develops policies and procedures as they relate to the purchasing function of the City.

Analyzes data to include life-cycle costs associated with bids and proposals, and makes sound recommendations.

Meets with vendors for presentation of new products and refers to appropriate departments that might have use of or need for their goods and services.

Performs emergency response duties as required.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, purchasing and contract administration or closely related field, supplemented by minimum of five (5) years progressively responsible work experience in purchasing, a

portion of which shall be acquired at the management level; or a high school diploma and a minimum of ten (10) years of progressively responsible work experience in purchasing, a portion of which shall be acquired at the management level. A Universal Public Procurement Certification Council (UPPCC) certification, such as a CPPB or CPPO, or an Institute for Supply Management (ISM) certification for a Certified Purchasing Manager; or related certification, is preferred. Must be proficient with the Microsoft Office Suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping and some light to moderate lifting (10 – 20 pounds); or minimal dexterity in the use of fingers, limbs, and body. Tasks may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to evaluate functional characteristics (whether similar to or divergent from obvious standards) of people, data, and equipment.

Interpersonal Communication: Requires the ability to signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to communicate efficiently and effectively in standard English. Must be able to communicate with various individuals from a broad array of professions at a para-professional level.

Intelligence: Requires the ability to apply principles of rational systems and principles of influence. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to coordinate hands and eyes processing forms, documents, and files, and in utilizing keyboards.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Must be able to handle a variety of items such as large files, boxes of files, and copier paper. Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to give and receive supervision and instructions. Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Requires the ability to function under the stress of frequent deadlines.

Physical Communication: Requires the ability to talk and hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the methods and procedures used in the preparation of specifications for invitations to bid, requests for proposals, requests for qualifications, and letters of interest.

Knowledge of federal, state, and local guidelines, regulations and laws regarding purchasing.

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

Skilled in contract negotiations and cost analysis.

Skilled in written and oral communication for effective expression of ideas and clarity in assignments.

Ability to work independently, possess strong management and planning skills and a thorough knowledge of public sector purchasing principles, practices and procedures.

Ability to exercise discretion and judgment in performing the procurement functions for the City.

Ability to handle multiple tasks and prioritize the workload of the purchasing division.

Ability to evaluate internal procedures and review performance for efficiency and accuracy.

Ability to conduct selection and evaluation committee meetings, public meetings and attend City Commission and Margate Community Redevelopment Agency meetings to address any questions regarding the purchasing related items on the agenda.

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

Ability to perform annual employee evaluations and establish goals and objectives for purchasing division personnel.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date