

CITY OF FONTANA PURCHASING MANAGER

DEFINITION: Under general direction of the Chief Financial Officer, supervises, plans, and coordinates the activities and operations of the City's centralized Purchasing functions; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Chief Financial Officer; and performs other related work as necessary. This position provides lead supervision to professional, technical, and/or clerical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist in the development and implementation of Purchasing Division goals, objectives, policies, and priorities.
- Plan, assign, supervise and evaluate the work of the Purchasing Division staff.
- Plan, organize, and direct the municipal purchasing, staffing and operational activities for the City's centralized Purchasing Division including procurement of materials, supplies and services.
- Maintain the City's Purchasing Policy to ensure compliance with all required local, state, and Federal requirements.
- Review major purchase requisitions; approve requisitions for conformity with established procedures; assign requisitions to staff for action; make major equipment purchases.
- Process all Public Works projects for formal bidding.
- Conduct pre-bid specification review conferences with bidders and City officials to resolve any conflicts or misunderstandings regarding bids; supervise and participate in the development of bid specifications; and analyze bids for compliance and make recommendations on major purchases.
- Supervise and participate in development of bid specifications; receive, open, analyze and publicly read bids, and make recommendations on major purchases.
- Prepare periodic purchasing, inventory control, bidding and proposal, and related contracts reports and records.
- Review budget requirements for all departments for capital equipment purchases and monitor monthly expenditures for purchasing, publishing services and central stores.
- Confer with municipal officials regarding purchasing activities such as development of specifications and standardization.
- Assist City staff with procurement needs by providing professional and technical guidance on obtaining materials and services; ensure that procurement activities meet legal and professional standards by enforcing pertinent codes, policies and regulations and professional ethics regarding purchasing operations.
- Encourage the standardization of equipment, materials and services used by various City departments.
- Oversee, review and process purchase orders, verifying proper account numbers/funds for ordered items; sign and approve purchase orders as authorized; and coordinate and monitor open/blanket purchase orders.
- Supervise the sale of surplus items more than or unsuitable for City use.

- Establish and maintain contact and negotiations with vendors; keep informed of new products; develop new sources of supply; and evaluate vendor performance.
- Establish and maintain cooperative working relationships with internal and external customers.
- Prepare and administer the budget for the division.
- Supervise, train, and evaluate supervisory, professional, technical, administrative, and clerical staff members.
- Analyze, evaluate, and modify purchasing methods and procedures.
- Interpret and explain City purchasing, central stores, publishing services, and messenger service policies and procedures.
- Examine and interpret financial statements of applicant companies to determine solvency.
- Collect, interpret, and evaluate data. · Methodically evaluate reasons to validate conclusions and define and select alternatives.
- Rationalize and project the consequences of decisions and/or recommendations.
- Formulate policies, plan, coordinate and initiate actions necessary to implement decisions.
- Interact with personnel at all organizational levels and on occasion function in stressful situations requiring persuasion and negotiation.
- Act as liaison to advise and/or resolve differences between departments and outside agencies.
- Initiate, plan and complete work assignments with a minimum of direction and control.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of employment.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Principles and practices of public agency procurement, bidding specifications and processes for public works projects and other services, and materials management processes including Federal, state, county and city regulations regarding purchasing methods and practices.
- Commodity markets, marketing practices and commodity pricing methods.
- Materials management and warehousing methods and practices including inventory control procedures.
- Contract laws, regulations, and standards.
- Federal, state, and municipal purchasing laws and procedures.
- Budget and accounting procedures and practices.
- Computerized purchasing, inventory, and accounting systems.
- Types of supplies, materials and equipment commonly used by the municipal utilities, including terminology and nomenclature.
- Principles and practices of organization, administration, budgeting, supervision, and personnel management.

A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible management experience in a large scale governmental agency, including experience with commercial purchasing, bidding, contracts administration, inventory control procedures, and related services. Experience should also include at least two (2) years of supervisory experience.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in purchasing, business administration, public administration, marketing or a related field; or equivalent combination of education, training, and experience. A Certified Purchasing Manager (CPM) Certificate or equivalent certification is highly desirable.

Licenses and/or Certifications: Professional purchasing certification of Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO) or purchasing certificate from an accredited college or university is highly desirable. Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.