



Purchasing Manager

Job Description

Department: Auditor
Position: Career Service
Grade: 728
Supervisory: Supervisor
Reports to: Director of Financial Services

Summary

Under the general direction of the Director of Financial Services, manages the purchase of materials and supplies for all departments of Utah County Government. Performs financial administrative and supervisory duties.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage, analyze, and administer the County's procurement, contracts, and property acquisition and disposition for the County in accordance with administrative rules and codes, local, state, and federal laws.
2. Develop and implement strategic plans to optimize purchasing operations; ensure alignment with County objectives.
3. Provide control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County; conduct market research to identify trends, pricing, and other relevant data to make informed purchasing decisions.
4. Build and maintain relationships with vendors and suppliers; negotiate long-term contracts, including contract amendments; correspond with vendors to obtain quotations, price estimates, and delivery times.
5. Organize, direct and coordinate purchasing and contracts including specification development, research, sourcing, solicitation, procurement, contract development and execution, and disposal of surplus property.
6. Supervise, plan, coordinate, and direct the work and personnel of assigned functions and responsibilities; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
7. Evaluate performance and conduct performance appraisals; assist with making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policies and procedures.

For Office Use Only

Job Code: 2281
Job Title: Purchasing Manager
FLSA: Exempt
Effective Date: 7/6/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

8. Communicate with County Departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assist with identifying appropriate sources, competitive methods, cost analyses and contract formats.
9. Function as liaison between departments and vendors; assist with resolving performance issues, disputes, and claims.
10. Prepare, review, and release solicitations to vendors; communicate requests for proposals, bids, and quotations; review, tabulate, and analyze submittals for compliance, and contract completeness.
11. Analyze proposals submitted and prepare award recommendations.
12. Schedule and facilitate pre-bid and/or pre-project conferences to answer questions about the solicitation process and to address or interpret contract requirements.
13. Establish and manage a vendor evaluation program and correspond with vendors on all aspects of the business relationship including registration, delivery requirements, substitutions, inquiries, quotations, terms, and conditions of purchase orders and contracts.
14. Review and process requisitions; monitor for accuracy and adherence to Federal, State, and County purchasing laws and ordinances; prepare change orders and assist with the resolution of disputes and discrepancies on invoices.
15. Monitor County contracts to gather historical data, verify compliance, and facilitate a timely renewal process, when applicable.
16. Coordinate with Public Works and other County Departments to dispose of surplus, obsolete, and unusable County property in accordance with Utah County Code.
17. Communicate taxable goods received by employees to the Office of Human Resources Management.

Knowledge, Skills, and Abilities

- Knowledge of governmental purchasing methods
- Knowledge of Utah state code
- Knowledge of Utah County Procurement Rules and Regulations
- Knowledge of Utah County fiscal procedures
- Knowledge of accounting principles, auditing, financial planning, and reporting techniques
- Skilled in supervisory techniques
- Skilled in strategic planning
- Skilled in functional business math
- Skilled in Microsoft Office Suite
- Skilled in using various software programs unique to the Auditor's Office
- Skilled in reading and comprehending technical professional journals, financial reports, legal documents, abstracts, and schematics
- Skilled in project management
- Skilled in negotiating agreements
- Ability to manage multiple tasks simultaneously under tight deadlines

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- Ability to establish and maintain effective relationships with those contacted during the course of work activities
- Ability to read, interpret, and evaluate specifications for completeness and assist with revisions, as needed
- Ability to communicate effectively verbally and in writing
- Ability to conduct training and presentations
- Ability to conduct in-depth fiscal research
- Ability to establish and maintain detailed record-keeping systems
- Ability to prepare business correspondence, financial reports, policies, procedures, and summaries
- Ability to obtain and interpret market prices and trends to resolve procurement issues
- Ability to develop and deploy effective bid and proposal strategies
- Ability to train others in County purchasing policies and procedures

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job typically operates in a professional office environment, but occasional visits to County facilities or work sites may be required. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in business management, economics, marketing, finance, or a related field.
2. Four (4) years of purchasing, procurement, and/or auditing experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with one or more of the following certifications:
 - a. Certified Professional in Supply Management
 - b. Certified Public Professional Officer
 - c. Certified Public Manager
2. Preference may be given to applicants with government experience.
3. Preference may be given to applicants with lead and/or supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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