

Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.

Job Title: **Purchasing Manager**

Department: Purchasing

Pay Grade: 112

FLSA Status: Exempt

JOB SUMMARY

Under limited supervision, performs responsible professional work with directing, planning, and carrying out complex and multifaceted purchasing functions. Work involves the purchase of goods, supplies, equipment, services, and construction made by the District; control of District inventories and supplies; disposal of District surplus equipment; and the compliance with applicable laws, District's Purchasing Resolution, and accepted governmental purchasing practices and procedures.

ESSENTIAL JOB FUNCTIONS

- Reviews requisitions for purchase.
- Prepares bid/proposal packages.
- Oversees the bid/proposal process and evaluates of quotes/bids/proposals received for proposals; makes recommendations for purchase award to Commission.
- Conducts pre-bid meetings.
- Ensures purchases are done within policies and procedures.
- Determines when addendums are necessary and issues them.
- Answers questions from vendors and determines appropriate action.
- Uses a variety of office equipment and utilizes a variety of software.
- Supervises department employees which involves such duties as instructing; assigning and reviewing work; maintaining standards; acting on employee problems; selecting new employees; appraising employee performance; and recommending promotions, disciplinary actions, terminations, and salary increases
- Supervises, administers, and monitors operations of our purchasing card program.
- Works with vendors, Accounting, and/or other departments to resolve purchasing or purchase order related problems.
- Monitors daily ordering, receiving, and issuing of departmental stock.
- Administers purchasing rights within the purchasing module/software.
- Changes internal purchasing procedures as needed
- Recommends changes to the District's Purchasing Resolution as needed.
- Refers to Internet, daily reports, bid/proposal packages, District's Purchasing Resolution, catalogs, quotes, policy and procedure manuals, codes, laws, regulations, publications and reference texts, etc.

- Interacts and communicates with various groups, individuals, Commissioners, Department Heads, vendors, sales representatives, manufacturers, and members of the general public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in related field;
- Five (5) years of related experience; or
- Equivalent education, training, and/or experience.

Licenses or Certifications:

- Valid South Carolina driver's license.
- **Not required but preferred:** The Institute for Public Procurement (NIGP) Certifications: Certified Public Officer (CPPO) or Certified Professional Public Buyer (CPPB).

Special Qualifications:

- Able to use or learn to use a variety of tools such as a ruler, headset, etc.; a variety of supplies such as paper, file folders, envelopes, writing instruments, general office supplies, etc.; a variety of office equipment such as calculator, fax, etc.; and a variety of computer software such as Purchasing/Accounting software, Microsoft Outlook, Microsoft Word, Microsoft Excel, etc.

Knowledge, Skills and Abilities:

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the principles and practices of government procurement and inventory control.
- Knowledge of the principles of management, administration, organization, and supervision as required in the completion of daily tasks.
- Knowledge of proper English usage, punctuation, spelling, and grammar.
- Knowledge of modern office practices and technology.
- Skill in the use of computers for word processing, data processing, and records management.
- Ability to react calmly and quickly in emergency situations.
- Ability to maintain cooperative working relationships with vendors, to work with vendors to obtain favorable pricing, and resolve any discrepancies that occur.
- Ability to establish and maintain efficient recordkeeping systems.
- Ability to offer training and assistance to coworkers and employees of other departments as required.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to procure materials and services at a competitive price following established procurement guidelines.
- Ability to exercise tact and courtesy with others.
- Ability to read and interpret technical and financial materials pertaining to the responsibilities of the job.

- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.

PHYSICAL DEMANDS

The work is sedentary work. This requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects including the human body. Additionally, the following physical abilities are required: fingering, hearing, mental acuity, reaching, repetitive motion, speaking, talking, and walking.

WORK ENVIRONMENT

Works inside in an office environment.

The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date