

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PURCHASING MANAGER**

Spec No. 1081

### **BASIC FUNCTION**

To manage the central purchasing operations for the county in accordance with legal requirements and county policies.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Management of the Snohomish County Division of Purchasing. This is high-level managerial work, which involves the oversight and coordination of all purchasing related activities throughout the county.
2. Develops purchasing procedures in accordance with statutory requirements and best business practices. Confers with legal counsel and risk management concerning state laws and policies pertaining to bidding and contracting. Establishes related procedures and requirements for inclusion in competitive solicitations.
3. Develops processes for the procurement of supplies, materials, equipment, common services, professional services and public work.
4. Assigns purchase projects to staff members. Handles sensitive or controversial issues personally. Investigates and resolves complaints such as issues concerning product efficiencies vendor non-performance, condition of products received, and late deliveries.
5. Plans and implements long range goals and objectives for the Purchasing Division and monitors progress of these goals and objectives
6. Responsible for the purchasing module of the county's financial system including its maintenance, upgrades and staff training.
7. Ensures that bid documents include technical, financial, risk, legal, and procedural requirements. Reviews and evaluates requisitions submitted by user departments. Determines appropriate procurement method.
8. Advises customer departments of potential commodity or product alternatives when practicable and provides information in relation to commodity sources. Acts as consultant to departments by advising on products and vendors, and provides guidance and assistance in purchasing and bidding process. Trains department personnel in departmental procurement activities.
9. Purchases a wide variety of goods and services. Oversees bid specifications, calls for bids, informational meetings with prospective bidders, calls for bids to qualified suppliers, advertisements of bids in appropriate newspapers, the safeguarding of sealed bids and bid deposits. Supervises the public opening of bids and evaluation of bids; determination of the lowest and best bidder; recommends the awarding of purchase contracts to the county council or county executive as appropriate.

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### **STATEMENT OF ESSENTIAL JOB DUTIES** (Continued)

10. Maintains current knowledge of industry, regulatory and legislative developments affecting public communications to ensure application to responsibilities.
11. Reviews technological developments; locates sources through market research, vendor interviews, trade publications, and attendance at vendor fairs; maintains and updates lists of qualified suppliers of commodities; investigates procurement practices to develop standardization of specifications.
12. Serves on a variety of committees; coordinates and attends meetings with county representatives and other governmental agencies; attends and participates in professional group meetings.
13. Seeks out and researches new products and services; consults suppliers to determine availability, price and quality; negotiates the terms of purchase in such areas as price, warranty and parts availability. Conducts cost-of-work analysis to evaluate potential savings through change of systems and equipment.
14. Oversees the Division's response to public disclosure requests, following county guidelines.

### **STATEMENT OF OTHER JOB DUTIES**

15. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Public or Business Administration, Purchasing, or a related field; AND five (5) years of progressively responsible experience in the field, the majority of which shall be acquired in a supervisory capacity with budgetary, policy, and procedural administration responsibilities and accountability; or any equivalent combination of education, training, and experience. A combination of education and related experience may substitute for education requirements. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

Certified Public Purchasing Official (CPPO) through the National Institute for Governmental Purchasing, Certified Purchasing Manager (CPM) or CPSM (Certified Professional in Supply Management) through the Institute of Supply Management is preferred.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- procurement principles and practices, public purchasing and contract codes and methods employed in the preparation and analysis of specifications, bids, contracts, contract negotiations and the performance of related procurement functions;
- general accounting, budgeting and procedures;
- Federal, state and local laws, rules and regulations governing public purchasing
- Market and economic trends that affect procurement
- contract development and administration
- county functions and services
- applicable software and data processing applications
- current literature and trends in the purchasing field
- thorough knowledge of sources and availability of supplies and services, market conditions and trends, transportation modes/rates, prices, and cost rates (i.e., labor rates, overhead, discounts, deliveries, etc.)
- sources of product quality ratings

Ability to:

- effectively administer a purchasing program
- prepare and monitor Division's budget
- develop, recommend and implement effective purchasing procedures
- quickly and effectively analyze procurement and contract problems and to independently; apply sound management techniques and methods in their solution
- effectively train, manage, evaluate, and develop assigned personnel
- investigate and resolve problems and complaints in an effective and courteous manner
- organize facts and present recommendations in a clear, concise and logical manner
- work efficiently under pressure and meet deadlines
- evaluate bids and recommend the most cost effective purchase
- communicate effectively in writing and orally, one-on-one and with groups

### SUPERVISION

Employee receives direction from an administrative superior as assigned.

### WORKING CONDITIONS

Work is performed in the usual office environment. Occasional meetings on weekends or evenings may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: June 1977 as Purchasing Agent

Revised and Retitled: January 1988, November 2009, March 2014

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan (SCC 3.69 & 3.69)

Worker's Comp: 5306 – Non-Hazardous