

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PURCHASING MANAGER

JOB CODE: 20115	PAY GRADE: 26	PAY RANGE: \$72,565 - \$116,104
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GENERAL DESCRIPTION

Under the general supervision of the Commander of the Support Services Bureau, the primary focus of this position is to plan, manage, and coordinate the procurement of supplies, materials, services, and equipment; the disposition of surplus materials and the operation of the Purchasing Warehouse, to include Imprinting Services and Uniform Supply. Work involves communication with vendors and officials of the Sheriff's Office on all aspects of procurement. Responsibilities involve ensuring that state and local regulations pertaining to the purchase, control, and disposal of materials and services are in compliance. Work requires a high degree of initiative, professionalism, and considerable independent judgment and the supervision of subordinates in the purchasing process. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring;
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary;
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs);
- Supervises, directs, and coordinates the management functions relating to Purchasing Division operations, functions, and administrative activities under the general direction of the Commander of the Support Services Bureau;
- Directs the purchase, storage, and distribution of materials, supplies, equipment, and services for the agency, employing the use of standard warehouse practices;
- Recommends and implements changes in policy and procedures as necessary to meet continually varying procurement requirements and processes;
- Directs and coordinates the inventory control of all fixed assets owned by the Sheriff;
- Directs the preparation, administration, and monitoring of contracts;
- Approves the issuing of purchase orders, journal vouchers, contracts, requests for quotes, invitations for bid, requests for proposals, processing of invoices, supply requisitions, and uniform requisitions;

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- Establishes working relationships with vendors through personal meetings and telephone contact;
- Responds to department user requests, inquiries, and problems regarding procurement processes, and provides the costs of items/goods/services;
- Directs requests for pickup of surplus property and delivery of supplies;
- Assumes responsibility for purchases involving large expenditures or which are complex in nature; prepares and issues purchase orders to vendors;
- Prepares requests for quotes, bid and proposal specifications based on organizational needs; writes and/or reviews technical specifications and contracts for purchase of goods and services in conformity with purchasing policies of the agency, the State of Florida, and Federal guidelines;
- Advertises formal bids/proposals and solicits quotations; determines when pre-bid/pre-proposal conferences are required and presides over them;
- Prepares documentation for contract awards, amendments, and change orders;
- Interprets contracts, warranty statements, terms/conditions, and legal documents;
- Reviews and forecasts market trends and performs price/cost analysis as necessary;
- Reviews historical data for each assigned commodity class and develops a plan to provide advantageous prices and expeditious delivery through an effective balance of term contracts, blanket purchase orders and open market purchases;
- Surveys markets to determine best source, new sources, market conditions, and trends;
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Prepares the annual Purchasing Division & Imprinting Services budget, monitors status of allocated funds, and controls expenses;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Finance, Accounting, Marketing, Business Administration, Public Administration or related field AND five (5) years' experience Purchasing and/or Materials Management or related field AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Certification as a Certified Public Purchasing Officer or Certified Purchasing Manager
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of large scale purchasing methods and procedures in commodity areas and of the laws, rules and regulations effective in the County and State governing the purchase of commodities and services
- Ability to obtain and interpret market prices and trends and to apply such interpretations to procurement and budgeting
- Knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by departments
- Knowledge of the state laws and statutes and rules and regulations governing the purchase of commodities and services
- Knowledge of inventory control principles and practices
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs

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- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Excellent organizational & time management skills
- Knowledge of the General Orders, policies and procedures of the Pinellas County Sheriff's Office
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Lift up to 25 lbs.
- Occasionally bend, squat, climb, reach, kneel, or twist