

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Procurement Manager

Department: Finance

Pay Grade: 516

FLSA Status: Exempt

Job Code: F302

JOB SUMMARY

The purpose of this classification is to manage the procurement of goods and services for the City and ensure that City, State, and Federal purchasing policies, procedures, standards, and ordinances are followed accordingly. This position manages contracts, supplier negotiation, supplier management, and collaboration with internal City departments.

ESSENTIAL JOB FUNCTIONS

- Directs the Procurement Division; establishes plans, goals, and objectives; organizes structure and work assignments; establishes policies and procedures. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Assists with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. Responsible for contracts for tangible goods, technical and professional services and construction projects.
- Coordinates and manages the development and issuance of a variety of procurement documents, including purchase orders, solicitation requests, Requests for Proposals (RFP), invitations for bids, and specifications.
- Develops bid documents and reviews scopes of work for larger capital projects, develops templates for solicitations, develops and implements policies and policy changes, supports departments in development of scopes and in providing final bid or proposal documents (larger capital or complicated services RFPs).
- Monitors vendor performance and makes recommendations for improvement when appropriate.
- Prepares and distributes reports and statistical data to facilitate planning and maintenance of accurate contract records and files.

- Coordinates with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures.
- Administers large, long-term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts.
- Participates in and provides support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support.
- As directed, provides assistance in procurement for high-value and/or high-risk projects and other areas as directed.
- Reviews modifications, extensions and contract closeout documents.
- Provides leadership for the contracts administration, compliance and database function. Organizes, maintains and electronically tracks all contracts, surplus and related documents. Ensures that database system functions properly to serve the Procurement Division and its customers. Manages the City's portfolio of contracts. Leads contract close-out efforts.
- Leverages technology solutions to maximize effectiveness and efficiency of the strategic procurement and surplus process. Investigates new opportunities for utilization of E-procurement and E-commerce throughout the City in order to improve the efficiency and/or effectiveness of various City processes; including new systems, process changes, and process development.
- Assesses, tracks and identifies key City needs for long term contracts including specification, acquisition, maintenance, and support requirements.
- Works with suppliers and internal service providers to maintain a professional relationship. Serves as the authorized point of contact and subject matter expert for all contractual matters.
- Responsible for the successful strategy, development and execution of assigned procurement programs to maximize efficiency, cost savings and reduce liability exposure. Identify and investigate all cost of ownership opportunities including non-purchase price driven opportunities. Understand and standardize City commodity needs.
- Ensures suppliers meet defined requirements, goals and targets. Establishes supplier improvement targets in cost, quality, delivery and inventory reduction. Leads all aspects of supplier negotiations, including contract terms, pricing, price re-determinations, and performance management.
- Keeps abreast of market trends, changes in business practices and new or altered types of materials and services entering the market.
- Develops and maintains terms and conditions for purchasing agreements and contracts. Recommends modifications to accommodate regulatory, legislative, industry or City changes.
- Seeks advice from legal when appropriate. Provides documentation and interpretation of contractual rights and obligations internally and externally, ensures that due diligence is practiced in complying with the stated terms and conditions.
- Develops and conducts training on contract and financial administration of long term contracts.
- Attends audit meetings related to the procurement process on federal or state grant agreements. Updates and maintains documentation on compliance with federal or state grant agreements. Works with audit personnel to review documentation for accuracy.
- Performs general clerical work in support of assigned duties, to include answering telephones, entering data, assisting customers, copying and mailing materials, etc.

- Performs other related duties as required.
- May operate a motor vehicle to assist in carrying out the business of the department and the City.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Finance, Accounting, Business Administration, or a related field; supplemented by three (3) years of progressively responsible experience in the purchasing/contract field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Certification(s) in public procurement highly preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the State of Georgia Procurement and Disposal Codes, the Uniform Commercial Code, and other applicable government regulations.
- Knowledge of contract law and its application in the purchasing process is required. Must be proficient in contract development, contract standards and language.
- Knowledge of personal computer applications and software packages. Proficiency in Municipal ERP systems, MS Excel, MS Word, MS PowerPoint, MS Access, Adobe Acrobat Professional, and other electronic document management systems is required.
- Skill in customer service, in order to establish and maintain effective working relationships with other employees, officials, and the general public.
- Skill in leadership and building interpersonal relationships; must be detail oriented, and have strong organizational and time management skills.
- Ability to work with financial systems and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages area, circumference, and volume.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations

involving basic algebraic principles and formulas, and basic geometric principles and calculations.

- Ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.