Town of Buckeye
Human Resources Department
JOB POSTING

100-06 PROCUREMENT MANAGER

NUMBER OF VACANCIES: 1
DEPARTMENT: Finance
PAY GRADE: 74 Exempt
DAYS WORKED: Monday - Friday
TYPE OF POSITION: Full-Time – Classified

POSTING DATE: September 14, 2006
WORK LOCATION: 110 E. Irwin Ave.
SALARY RANGE: $5,549 - $8,199 per month
HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

☐ **Internal Only** ☒ **Internal / External**

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue
Buckeye, AZ 85326
Telephone: (623) 349-6250
Fax: (623) 349-6270
TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general direction, provides high-level professional skills in the acquisition of complex technical commodities, services and/or construction services; and performs related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares, solicits, receives, evaluates and recommends award of bids, proposals and quotations. Oversees the procurement process of bids and proposals including preparation, opening, evaluation, negotiation, protest, change orders, amendments, renewals and contract administration; reviews and analyzes contracts for legal requirements and compliance with Town, state and federal laws.
- Develops and updates policies and procedures for procurement and contracts administration of materials and services for the Town including soliciting bids and negotiating contracts and lease agreements.
- Develops, manages and administers Town-wide commodity and service contracts. Develops and monitors lease, licensing, maintenance and rental agreements. Negotiates and manages agreements and contracts with the business community.

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- Analyzes finances and operations with department managers and participates in the development of capital improvement programs, forecasts and operational plans.
- Develops cooperative purchasing agreements and intergovernmental agreements with other public agencies.
- Manages special and on-going projects. Studies operations and procedures, analyzes findings and recommends course of action to department manager. Researches and initiates equipment acquisition for improved service delivery.
- Analyzes current resources with Town departments and assists in projecting future requirements.
- Serves as liaison with outside advocacy groups, organizations and general business community.
- Structures contract documents and awards agreements. Coordinates contract development with departments and vendors.
- Ensures compliance with budgeting and grant stipulations for purchases as well as federal, state and local procurement and contract laws.
- Serves as the contract administrator for non-construction executed agreements.
- Prepares oral and written reports and conducts presentations for Town management and Town Council.

- Leads training and educational classes to Town staff on purchasing practices and contracting.
- Makes recommendations for improved contracting services.
- Provides administrative and technical support to department directors and division managers as a purchasing liaison.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Materials Management, Purchasing, Public or Business Administration, or a related field and five (5) years progressive experience involving professional procurement and contract administration for a governmental agency OR equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town and state procurement policies and procedures.
- Knowledge of principles, practices, processes and laws related to procurement; types of materials, supplies and equipment commonly used in municipal services;
- Knowledge of materials management practices and techniques.
- Knowledge of accounting principles cost analysis and budgeting.
- Knowledge of procurement and contracting law.
- Knowledge of computer software and related applications.
- Knowledge of computerized financial software systems.
- Knowledge of economic and business markets and trends.
- Knowledge of principles, methods and techniques used for employee training.
- Skill in setting priorities, planning, assigning, training and supervising the work of others.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies, the business community, and the general public.

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- Ability to leverage resources and coordinate efforts of staff within the department and other departments.
- Ability to analyze complex systems in order to solve problems.
- Ability to work independently on major projects.
- Ability to interpret and apply all levels of procurement and contracting law, rules, regulations, standards and other guidelines.

Special Requirements: Professional Public Buyer certificate issued by the National Institute of Governmental Purchasing or C.P.M. is desired. Professional certification from the National Institute of Governmental Purchasing as a Certified Public Purchasing Officer (COOP) is preferred.

Physical Demands / Work Environment: Standard office environment
Reports To: Finance Director
Supervision Exercised: Technical and administrative staff
FLSA Status: Exempt

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