



JOB DESCRIPTION

Purchasing Manager

FLSA STATUS: Exempt **GRADE:** 10
REPORTS TO: Deputy CFO Finance and Administration **DIVISION:** General
WORK LOCATION: Temporarily located in Seguin, Texas
Location will permanently transition to New Braunfels, Texas in 2019
EFFECTIVE DATE: 03/2018

SUMMARY

The Purchasing Manager oversees all aspects of the purchasing processes required for a state governmental entity such as: preparing and soliciting Requests for Bids (RFBs), Requests for Proposals (RFPs) and obtaining quotes for services such as; specialized heavy equipment, vehicles, property, casualty and liability insurance, supplies, unique chemicals, and other items needed for GBRA business. Other responsibilities include managing GBRA fleet inventory; responding to a range of inquiries regarding purchasing procedures and status of bids and proposals; coordinating GBRA surplus auction processes; and any other duties as assigned. This position works closely with GBRA employees, division managers, vendors, external auditors, consultants, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the internal procurement process by reviewing, researching and authorizing purchasing requests and purchase orders; soliciting informal quotes; issuing purchase orders; training GBRA staff on the use of the procurement software system and GBRA purchasing policies and procedures.
- Maintains and updates the purchasing and procurement manual.
- Administers purchasing processes within established limits by determining appropriate procurement method; preparing bid/proposal document and specifications in coordination with user department; responding to internal and external inquiries; reviewing and evaluating bids; preparing bid tabulations; providing user department bid submittals; researching vendors for bids and quotes; and conducting bid openings/meetings for the purpose of securing items and/or services in compliance with regulatory and purchasing requirements.
- Updates GBRA Purchasing and Professional Services website for the purpose of distributing information, authorizing action and/or complying with established purchasing practices and procedures.

- Maintains purchasing records such as: RFPs, RFBs, Quotes, lists of bidders, legal and posting notices, purchase orders, vendor responses, submittals, bond and certificate of insurance, etc.
- Manages various contracts such as copiers, equipment purchases, utilities, and unique chemicals.

Coordinates all functions related to the purchasing of equipment, supplies and services for GBRA by ensuring compliance with state and federal regulations, GASB and GBRA policies and procedures; serves as a liaison with vendors and GBRA departments; when practicable, consolidates orders for better management of expenses; and oversees required purchasing processes such as bids for commodities and co-op purchases.

- Works with construction, engineering or operations personnel by maintaining bid calendar and assigning bid numbers, establishing bid schedules, and ensuring bond requirements are in accordance with construction bid requirements and timelines.
- Manages property, casualty and liability insurance policies by soliciting insurance bids; gathering insurance property data; maintaining insurance portfolios; filing insurance claims; providing guidance to management in other departments on insurance limits; verifying insurance carrier's coverage; and completing insurance renewal applications. Provides budget input for GBRA vehicle replacements, property, casualty and liability insurance expenses.
- Organizes and manages the sale and/or disposal of GBRA surplus property to ensure compliance with all laws, regulations, policies and procedures and maintains all surplus property information to include a list of surplus items, Board actions, legal notices, auctioneer's website postings, buyer paid receipts, and transfer of titles when applicable.
- Oversees fleet management by maintaining vehicle inventory; arranging for the purchase, title and disposal of vehicles; maintaining marine equipment inventory; and ensuring compliance with fleet management policies and procedures.
- Ensures compliance with GBRA purchasing policies and procedures, TX Water Code, and state and federal regulations by compiling data from a variety of sources to analyze issues related to procurement, researching contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of determining product and/or service pricing, need and availability.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of purchasing and procurement methods and procedures.
- Knowledge of state procurement principles and practices.
- Knowledge of accounting and business administration principals.
- Skills in using Microsoft Office programs.
- Skills in problem solving.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform routine and non-routine work assignments accurately and on time with little or no supervision.

EDUCATION/CERTIFICATIONS

Graduation from an accredited four-year college or university with major course work in Business or Public Administration or a related field.

Certification as a Certified Texas Purchasing Manager preferred.

Experience and education may be substituted for one another

EXPERIENCE

At least five years of experience in purchasing of supplies, equipment and materials through competitive bidding.

Prior management and extensive purchasing experience is required.

MANAGERIAL RESPONSIBILITIES

Yes

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENTS

Employee Signature

Date

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.