

CITY OF BRECKSVILLE

Job Description

Job Title: Director of Purchasing
Department: Purchasing
Reports To: Mayor/Safety Director
FLSA Status: Exempt
Approved Date: March 6, 2024

JOB SUMMARY

Manages and coordinates the procurement of supplies, services and materials for the City; assists City departments with purchasing issues and procedures.

CLASS CHARACTERISTICS

This is a full-time executive classification level that is responsible for a wide variety of procurement and administrative duties related to maintenance and repair; capital equipment purchases; contracting services; and contracts administration. Extensive leeway is granted for the exercise of independence and initiative.

ESSENTIAL FUNCTIONS

Manages public bid process including the placement of legal ads, conducting pre-bid conferences and bid openings, preparing bid tabulations, making recommendations for bid award to City Council and preparing final awarded contracts. Monitors contract compliance throughout term. Checks progress of payment certificates. Monitors contractors' compliance with prevailing wage laws.

Supervises, directs, and conducts bid and contract reviews for compliance with specifications as well as City policies and procedures. Reviews and analyzes bid documentation and makes recommendations to the appropriate personnel for purchase or contract.

Oversees the development of routine bid and quote specifications, requests for proposals, and other documents for the formal procurement of goods and services. Ensures that bids and requests are prepared in coordination with departmental personnel and are accurate, reasonable, and not overly restricted.

Develops and recommends procedures, practices, and policies for the formal and informal procurement of goods and services. Works with the Law Director to ensure that all procedures and policies meet required legal standards.

Administers municipal Purchasing Consortiums with representatives of other public jurisdictions for cooperative buying the supply of asphalt, road salt and fuel. Publishes bids on behalf of consortiums, recommends contract award and distributes information to all participants. Serves as liaison between the consortium members and vendors in the areas of contractual issues.

Obtains state cooperative purchasing contracts, distributes information to department heads, and insures requested purchases are within contract parameters. Reviews "equivalent" purchases submitted under HB 204 to be sure they are in compliance and supporting paperwork is in order.

Manages the bidding of liability insurance coverages for all departments every three years, renewing annually. Keeps all insurance information up to date. Acts as City's representative in submitting claims against insurance policies and claims to be paid by City. Processes all vehicle registrations and assists Vehicle Maintenance Department in managing the City's vehicle and equipment fleet.

Oversees the delivery of goods and services ensuring compliance with specifications, delivery times, and pricing. Ensures that issues or problems are handled in an appropriate manner and that the correct personnel are involved in the final resolution to any dispute.

Provides assistance and training to City departments in support of their purchasing activities. Identifies and recommends supplies and materials suitable for contract and confirms the vendor's ability to produce desired products.

Approves encumbrances and vendor payments.

Coordinates with Service Director on the sale/disposal of surplus municipal property.

Plans, directs, coordinates and reviews the work of assigned clerical staff; monitors work flow and assigns work activities, projects and programs; meets with staff to identify and resolve problems.

Attends regular City Council meetings to present recommendations on purchases requiring approval, Department Head meetings and other project specific meetings as needed.

Prepares grant applications as requested by the Mayor, and oversees compliance with reporting requirements throughout grant term.

Submits annual departmental budget, inventory, departmental annual report and employee evaluations.

Administers Finance/Purchasing software program, acts as a liaison to vendor for troubleshooting, and oversees ongoing education of users for the Purchasing component of the software.

Performs other duties and functions as are necessary or incidental to the proper performance of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of procurement methods and procedures including buying, quality assurance, contract administration and contract law; basic principles and practices of equipment and service appraisal including road materials, furniture, fixtures and commodities; law, ordinances, rules, regulations, and other requirements governing the purchase of commodities and services for the City; and principles and practices of municipal budget preparation, administration, analysis, finance and fiscal planning. Skills in compiling and preparing analytical and administrative data for reports and specifications; analyzing and interpreting contracts and technical documents; establishing and maintaining cooperative working relations with co-workers, suppliers and representative for other governmental agencies; and operating a personal computer utilizing standard and specialized software. Ability to supervise, train and evaluate assigned staff; to communicate effectively, both orally and in writing; to prepare and administer a budget; and to assess and prioritize multiple tasks, projects and demands.

PHYSICAL DEMANDS

Typically sit at desk or table, regularly walk, stand or stoop, occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds, regularly use tools or equipment requiring a high degree of dexterity, and work for sustained periods of time maintaining concentrated attention to detail.

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.

WORK ENVIRONMENT

Work is generally performed indoors in a temperature-controlled office; limited travel may be required. Noise level in the work environment is usually moderate.

EDUCATION AND EXPERIENCE

Bachelor's degree in Business or Public Administration, with course work in procurement and accounting, or certification as a Certified Public Purchasing Officer or Certified Purchasing Manager. Other combinations of experience and education that meet the minimum requirements may be substituted. Experience in contract administration and contract writing is desirable.

Selected applicants are subject to, and must pass a drug test and background check.

MISCELLANEOUS

This description lists the major duties and requirements to the job and is not all-inclusive. Incumbent may be expected to perform job related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.