

## CITY OF BURBANK

### PURCHASING MANAGER

#### DEFINITION

Under direction, to plan, coordinate, and direct the City's purchasing operation and central stores; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Plans, directs, and coordinates the activities of subordinate professional, technical, and clerical staff; purchases and administers the acquisition, receipt, storage, and distribution of supplies and equipment for all City departments; monitors compliance with approved purchasing policies and procedures; advises departments on all purchasing-related issues; ensures timely and appropriate expedition of invoices and receipts; maintains a program of quality control; coordinates the identification, distribution, and disposal of surplus City property; supervises, trains, and evaluates employees; makes effective recommendations regarding employee/personnel decisions up to and including termination; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - principles and practices of a centralized purchasing operation; modern inventory control procedures for warehouse management; legal requirements for purchasing; effective cost reduction strategies; methods and practices used in competitive bidding; commodities, capital equipment, and public construction requirements; present and emerging automated services and technologies; the registration of automobiles.
- Skill in – interpersonal communications with effective and tactful interaction with a culturally diverse population; customer service; contract negotiation; supervising a centralized purchasing operation; operating a computer and other specialized automation equipment.
- Ability to – provide clear and effective written and verbal communication to the public, employees, and suppliers; draft and interpret plans and specifications; learn, comprehend, and apply City, State, and Federal policies and legislation; read, write, and communicate in English at an appropriate level; write clear and accurate reports; make group presentations; establish and maintain effective working relationships with supervisors, fellow employees, vendors, buyers, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college with a degree in business administration, accounting, public administration, or a related field and five years of experience in purchasing and/or stores and supply management, including two years at the supervisory level. Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

**Desirable qualifications:** Possession of a Certified Purchasing Manager certificate issued by the Institute of Supply Management.