



## POSITION DESCRIPTION

**Position Title:** Purchasing Manager

**Reports to:** Village Administrators of Oswego and Yorkville or designees

**FLSA Status:** Exempt

**Status:** Regular Full-Time

**Grade:** VIII

**Hours of Work:** Primarily regular dayshift office hours, with evening hours as needed.

### Statement of Duties

Position performs duties related to the procurement of goods and services for the Village of Oswego and the United City of Yorkville in a collaborative arrangement. Such procurement is conducted in accordance with established legal requirements and in accordance with purchasing policies in each municipality. Position identifies shared purchasing opportunities, as well as managing purchases for individual departments in each municipality. Work includes overseeing competitive purchasing processes, drafting and reviewing purchasing documents, overseeing bidding, identifying commodity sources, and ensuring invoices reflect products delivered.

### Supervision

Works under the direction of an intergovernmental agreement between the Village of Oswego and United City of Yorkville under the direction of the respective Village Administrators. Position works in accordance with the applicable statutes of the State of Illinois and local municipal ordinances. Employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of Village policy or procedure is required.

Performs highly responsible functions of a complex and technical nature requiring the frequent exercise of judgment and initiative to ensure that documents accurately reflect purchasing needs, purchases are made in accordance with State and local laws and to accepted professional standards; employee works independently within established policies and procedures.

## **Job Environment**

Work is performed under typical office conditions. Employee operates computer and general office equipment, such as calculator, copier, and facsimile machine.

Work requires frequent contact with all village departments and private organizations, requiring administrative and technical knowledge, and ability to promote and protect the Village's best interests.

Employee has frequent contact with co-workers and occasional contact with the public; contacts may require considerable skill in negotiation, resourcefulness and discretion in influencing decisions and behavior of others.

Employee has access to confidential information, such as law suits, criminal investigations and records, personnel records, and client records.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of the position.*

### **Essential Functions**

1. Advises and consults with user departments regarding purchasing procedures and legal requirements of formal and informal purchases.
2. Assists user departments in preparing bid specifications. Develops the bid package and legal notice of the bid for publication. Administers bid process including advertising, copying and distribution, prequalification, etc. Present at pre-bid meeting and bid openings.
3. Consolidates purchases of similar items among departments and between municipalities to negotiate best prices and delivery. Standardizes supplies and equipment that are purchased by all departments. Assists departments in maintaining supply inventories.
4. Seeks opportunities for service sharing, joint contracting or other innovative approaches to service deliver that promote the efficiency and cost-effectiveness of municipal operations.
5. Analyzes and process requisitions from all departments ensuring compliance with budget, Village procedures and state statutes.

6. Analyzes market trend, changes in business practices and product availability in an effort to locate and promote new supply sources and keep abreast of innovative products.
7. Upon the award of a contract or bid by the Village Board, prepares the purchase order and appropriate correspondence. Ensure certificates of insurance, bonds, etc. are obtained and meet Village requirements.
8. Maintains bid library including vendor list, bid tabulations specifications, awards and historical bid problems. Maintains catalog library and product information files.
9. Arranges for disposal of all surplus property and equipment through sale by bid, public auction or redistribution.
10. Performs other duties as required.

## **Recommended Minimum Qualifications**

### **Physical and Mental Requirements**

Minimal physical effort required to perform functions under typical office conditions. Employee is required to stand, walk, sit, talk, listen, and use hands while performing duties. Requires ability to concentrate on detailed work for periods of time. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs.

### **Education and Experience**

Bachelor's degree in finance, business administration or a closely related field. Three to five years of professional experience in the purchasing, or an equivalent combination of education and experience.

Valid driver's license required.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of:

- Knowledge of purchasing principles, procedures, pricing methods, product quality and analysis.
- Knowledge of laws, statutes and federal regulations as they relate to purchasing.
- Business English, spelling and arithmetic

Skill in:

- Negotiation and specification writing.

- Analyzing and evaluating bids and specifications.
- Working with people including persuasive communication and interpersonal skills as it applies to vendors, municipal staff and the general public.
- Grammar and business writing/correspondence
- Planning and prioritizing work

And ability to:

- Use plan, organize and coordinate work practices relating to purchasing and other finically related activities.
- Work independently and efficiently
- Keep information and records organized and to pay attention to detail
- Manage multiple tasks in a detailed, efficient manner