

## **City of New Bedford, MA Job Description**

**Job Title:** Director of Purchasing

**Pay Grade:** M-14

**Pay Range:** \$75,493 – \$94,373

### **JOB SUMMARY**

Plans, organizes, and supervises purchasing functions of City Departments; oversees major purchases and negotiates contracts with vendors; responds to inquiries regarding processes or bid status, negotiate terms and conditions with vendors and service providers; achieves Department objectives and goals within the budget. Provides support to the Chief Financial Officer (CFO) in the development and implementation of citywide policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

- As a key member of the Finance Team, develops citywide purchasing policies, maintains the City's purchasing manual, and assists the CFO in the management of the City's business operations.
- Prepares and coordinates bid documents; works with departments to develop specifications; solicits bids, proposal and quotes.
- Obtains, reviews, and evaluates comparative prices and quotes; assists in negotiations with vendors, awards and drafts contracts, renewals, change orders.
- Reviews and approves all purchase orders generated by every department; ensures that they comply with all laws, purchasing procedures and policies; attends meetings, trainings, workshops as required to perform job functions.
- Maintains purchasing information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulations
- Provides guidance to staff in the processing of the daily mail ensuring that all letters and packages are being processed in a manner that will ensure compliance with USPS guidelines and within budget and maintains working knowledge of any and all changes in USPS rules and regulations.
- Reviews expenses and performs cost-cutting measures whenever possible; ensures all rules and regulations are complied with as well as all licensing is accurate and renewed.
- Reviews requisitions; confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Selects products for purchase by testing, observing, or examining items; estimate values according to knowledge of market price.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

- Maintains a variety of material including supply, equipment, and other lists of items required by the City government; maintains lists of vendors supplying said items.
- Prepares bid documents, including calls for bid, general conditions, and specifications for purchases requiring formal bidding procedures
- Purchases supplies, machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of the various departments; charges purchases to appropriate department.
- Identifies purchase order numbers for authorized purchases and calls local suppliers to authorize monthly purchasing accounts.
- Approves all invoices to insure correct price, directs department heads to follow through to insure that materials ordered have been received and examines condition of materials received.
- Interviews vendors in person or by telephone to obtain information relative to product, price; gauge the ability of vendor to produce product, service, and delivery date.
- Supervises inventory and supply room operations and assures that proper inventories are maintained.
- Keeps records pertaining to items purchased, costs, delivery and prepares monthly reports.
- Plans, organizes, coordinates, supervises, and evaluates services, staffing, equipment, and infrastructure of the department.
- Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility, including repairs and maintenance.
- Furnishes advice and guidance to department heads and/or city officials relative to assurance and structure of subcontracts to ensure that City's interests are properly protected; ensures incorporation of subcontract clauses in orders and documentation of files.
- Performs related work as required and assigned.

*The duties listed above are intended only as illustrations 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 the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Associate's Degree in a related discipline to municipal purchasing.
- At least five years of experience in relation to municipal or government purchasing, or a related field.
- Any equivalent combination of education and experience.

### **Licensing/Certification**

- Massachusetts Certified Public Purchasing Official Program certificate required.
- Valid Massachusetts driver's license and good driving record.

## **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

**SUPERVISORY RESPONSIBILITIES**

This position has formal supervisory responsibilities over Purchasing Department employees and staff. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision from the Chief Financial Officer of the City of New Bedford.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

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. The work environment and exposures 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.

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time-periods. Employees may exert up to 10 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects.

\*\*\*\*\*

*The City of New Bedford, MA is an Equal Opportunity Employer.*

