

PURCHASING ~~ANALYST~~MANAGER II

DEFINITION

Under general supervision, to perform a variety of purchasing management assignments in support of the County's Purchasing program; to provide support and oversight of the procurement of goods, supplies, equipment and services for use by County departments; conduct special studies and complete special projects as needed; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is an unclassified, "at-will" management position, which reports to the Director or Assistant Director of Support Services and is the journey level within the professional/managerial Purchasing ~~Analyst~~Manager class series. An incumbent provides direction and supervision to the County's Purchasing program and specializes in the field of Purchasing. An individual in this class handles complex tasks and procurements, possesses advanced knowledge and experience in the field of Purchasing, and works more independently than the preceding classification of Purchasing ~~Analyst~~Manager I.

EXAMPLES OF DUTIES

Duties may include the following:

Under general direction, the incumbent serves as the lead Purchasing agent for the County of Shasta and has functional and first level management responsibility for the County's purchasing, contracting and related functions, which includes developing, recommending, managing, administering and evaluating purchasing and contracts-related programs, policies and procedures. In addition to having direct responsibility for responding to and facilitating a wide variety of departmental purchasing and contracting needs, the incumbent also has significant authority and responsibility for ensuring that all County purchasing activities, including those that have been delegated to some departments, comply with applicable laws, regulations, policies, procedures and ethical standards. Incumbent may participate in organizational strategic planning activities; participates in the administration of the Purchasing budget; assists with monitoring, evaluating and approval of operational expenditures within limits of authority; may analyze staffing needs; performs cost/benefit analyses as appropriate; may justify requests for new equipment and personnel; exercises independent action and decision making over department operations; maintains cooperative and positive relationships with and serves as a department liaison to public and private entities; provides information and guidance to departments, the public, agency representatives and the vendor community; stays informed regarding price trends, availability of supplies, new items, and product reliability; provides leadership to and plans, assigns, directs, and monitors the work of subordinate staff; participates in staff selection and training processes; provides training to staff of other County departments; conducts meetings and gives presentations; conducts special studies and projects as assigned; researches and analyzes information; prepares statistical and narrative reports and documents as needed; explains purchasing policies to employees, applicants and the general public; prepares comprehensive correspondence and reports; and perform other duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following as applicable to the assignment:

Knowledge of: Principles, practices and trends of public and business administration; County organizational structure and operating policies and procedures; public sector contracting and purchasing practices, ethics and standards; exercise independent judgement and initiative on purchasing and contracting matters; contract administration techniques; basic budgeting and accounting methodologies; and principles and practices associated with training and supervision of staff, including leadership, team building, and conflict resolution.

Ability to: Develop purchasing specifications and contracts; evaluate bids and make awards impartially and objectively; negotiate with vendors and evaluate vendor performance; develop and implement effective purchasing and materials management policies and procedures; gather, analyze and present data and information; develop and justify ideas and findings, both orally and in writing; interpret and explain laws, rules, regulations and procedures as related to Purchasing; organize and conduct research studies; prepare comprehensive correspondence and reports; deal tactfully with customers in stressful situations; prepare training materials and make related presentations; lead, train and supervise others; establish and maintain cooperative working relationships with those contacted in the course of work.

These employment standards are typically attained with a Bachelor's degree from an accredited college or university with major course work in purchasing, project management, public or business administration and at least two years of experience comparable to that of a Purchasing ~~Analyst~~Manager I with Shasta County. Professional work experience in Purchasing or Contracts Management may substitute for education on a year for year basis.

SPECIAL REQUIREMENT

May require possession of a valid California driver license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, and/or feel; talk and/or hear. The employee is frequently required to reach with hands and arms, and occasionally required to stand; walk; climb and/or balance and rarely required to stoop, kneel, crouch, and/or crawl. On a continuous basis, sit at a desk or stand for long periods of time. Intermittently twist or reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and computers and communicate through written means. Specific vision abilities required by this job may include close vision, distance vision, color vision, peripheral vision, depth perception, and/or the ability to adjust focus. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

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.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with the public and the staff. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, and/or moving mechanical parts.

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