



Job Description

Position Title:	Purchasing Manager
Department:	Administration
Reports to:	Village Administrator of Oswego and Yorkville or designee
FLSA Status:	Exempt
Status:	Regular Full-Time
Grade:	IX
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 and Responsibilities

Works under the direction of the respective Village Administrators or their designees in accordance with an intergovernmental agreement between the Village of Oswego and United City of Yorkville. 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 may provide direction to employees regarding building maintenance and work orders. Employee supervises and directs the work of contractors. Contracting and bidding processes are conducted in accordance with State and local laws and to accepted professional standards.

Employee has access to confidential records related to the security of Village facilities, and law suits, criminal investigations and records, personnel records, and client records. Errors may result in financial loss, interruption in operations and/or exposing others to hazardous situations.

Job Environment

Work requires inspecting, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines for performing work include a large body of policies, practices, and precedents that may be complex or conflicting, at times. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Work requires understanding, interpreting, and applying complex federal, state, and local regulations and best practices related to field of work. Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to procurement.

Work requires frequent contact with all Village and City departments, consultants, contractors and potential contractors, requiring administrative and technical knowledge, and ability to promote and protect the Village's best interests.

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.

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.

Physical and Mental Requirements

Employee works in a typical office environment and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes office machines and computers.

Occupational Risk

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

Education and Experience

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

Required Certifications

- Valid driver's license

Key Knowledge and Skills

Knowledge of:

- Purchasing principles, procedures, pricing methods, product quality and analysis

- Laws, statutes and federal regulations as they relate to purchasing
- Municipal operations and Village Codes
- Modern office practices and procedures
- Local government procedures

Skill and ability in:

- Negotiation and specification writing
- Communication and customer service in order to interact professionally and effectively with staff, vendors, contractors, public, and elected and appointed officials
- Use of computer programs and applications
- Analyzing and evaluating bids and specifications
- Project management and prioritization of work
- Maintaining accurate, detailed and confidential records and information