

City of Mission Job Description

Job Title: **Purchasing Director**



Classification: **Exempt-Executive**

Department: Purchasing

Division:

Supervisor: Deputy City Manager

Effective: 07/19/2021

I. JOB SUMMARY

The Purchasing Director is the central buying agent for the City of Mission. The purpose of the Purchasing Director is to ensure that the City of Mission complies with all City Ordinances, State and Federal laws and regulations pertaining to procurement and contracting and assist Department Directors with the task of purchasing by centralizing the purchasing and contracting functions of the City. The objectives of the Purchasing Department are to facilitate the operation of City departments in servicing the public, ensure fair and open competition among sellers, acquire the highest quality merchandise at the lowest price, ensure prompt deliveries, protect the integrity of the procurement process and establish a good business relationship with all interested bidders. This position has supervisory responsibilities. The individual has daily contact with the public and performs other duties assigned by the Deputy City Manager or City Manager as needed.

II. EDUCATION REQUIREMENTS

- Bachelor's degree in Business Administration or related field from an accredited university or college required. Master's degree preferred.
- Purchasing Professional Certificate preferred; i.e. CPP or CPPM
- Five (5) years of experience in the Purchasing field with supervisory experience.
- Must be knowledgeable in accounting and data processing.
- Must be bondable.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate or failure to report information will cause the applicant to be rejected from consideration.
- Applicant must take and pass pre-employment drug, physical, and pre-placement screenings administered by a physician selected by the City of Mission at the City's expense.
- Applicant must have a current valid class "C" driver license from the Texas Department of Public Safety with a clean driving record.

IV. SKILL AND ABILITY REQUIREMENTS

- Must be able to follow a firm work schedule as directed by City Manager.
- Must be able to communicate proficiently in the English and Spanish language.
- Must be proficient in using Microsoft Office.
- Must be able to compute, maintain and prepare complex records correctly, ensuring confidentiality.
- Must be able to deal with various types of inquiries tactfully, courteously, and in a business manner.
- Must be able to follow instructions orally or in written form and perform tasks with little or no supervision.



- Must be able to establish and maintain effective working relationship with office staff, auxiliary departments, vendors, elected officials and the general public.
- Must be able to make decisions based on available data/criteria, laws and regulations, or city policy and procedures.
- Must be able to handle special projects of diverse and complexed nature as assigned.

V. ESSENTIAL JOB FUNCTIONS

- Answer telephone with clear, courteous, and business voice.
- Receive vendors, visitors, answer questions and inquiries to resolve issues at hand.
- Work with Department Directors to ensure their purchasing needs are being met.
- Enforce the procedures outlined in the Procurement Manual and review periodically for change in State law, Federal law and best practices.
- Encourage competitive bidding at all times. Ensure fair and equitable participation for all vendors, consultants or contractors.
- Supervise the opening and tabulating of all bids, including projects developed by consulting engineering firms.
- Operate in a manner which encourages bidder interest and competition among vendors and demonstrates the City's commitment to fairness in the awarding of all contracts.
- Supervise the development of RFP's, RFB's, RFQ's and RFI's.
- Purchase quality merchandise and services at the lowest and best possible cost.
- Investigate and analyze prices, market conditions, new products, etc., for benefit of the City.
- Keep abreast of new trends in purchasing including research conducted by governmental and private enterprises.
- Take full advantage of discounts such as quantity and early payment discounts if possible.
- Recommend to management that the City join with other governmental agencies in cooperative purchasing plans if it is in the best interest of the City.
- Review the annual budget of the City to properly plan for special purchases provided therein.
- Advise and assist City departments in the formulation of policies and procedures regarding the purchasing function. Make recommendations to Department Directors and supervisors regarding such policies.
- Recommend to management the disposal of all surplus materials and equipment in compliance with state regulations.
- Custodian of all fuel cards.
- Check and process all incoming requisitions for account numbers, signature and vendor numbers and issue Purchase Orders daily.
- Prepare and submit all solicitations for bids.

- Assist Department Directors with the writing of scope of service and specifications on all sealed bids.

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- Reconcile all outstanding purchase orders and encumbrances with the general ledger appropriation accounts on a monthly basis.
- Prepare and approve departmental timesheets on Time Clock Plus (TCP) for submittal to payroll.
- Responsible for daily operations of the Purchasing Department, including managing the department budget and personnel.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Attend scheduled events, whenever possible, as requested by City Manager.

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- Desktop Computer
- Computer printer and mouse
- Laptop
- Copy machine
- Fax machine
- Ten-key calculator
- Computer Software

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

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IX. MANUAL DEXTERITY

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extention, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputing data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplise, books at shoulder level, opening file drawers, pick up and deliver documents.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

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I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date