

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76741
Job Class Code:	670	Salary Schedule:	ASRRPURCH
EEO Category:	02	Grade:	20
Workers Comp Code:	8810		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Purchasing Series

JOB CODE TITLE: PURCHASING MANAGER I

HRIS TITLE: PURCHASING MGR I

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work requiring planning and organizing an agency purchasing program of a large or medium-sized agency with complex purchasing requirements or acts as the assistant manager of the purchasing program in one of the largest and most complex agencies; supervises professional personnel engaged in buying and purchasing; may manage storage and supply activities; and performs related duties as required.

The Purchasing Manager I is responsible for either (1) management of a complex purchasing program in a large or medium-sized State agency or (2) acting as the assistant manager of a diversified purchasing program in one of the largest and most complex agencies. The Purchasing Manager I is distinguished from the Buyer III by responsibility for the administration and management of a complex purchase program, or for assisting in the administration and management of a complex, diversified purchasing program in one of the largest agencies, by decision-making based on knowledge of local, regional and national product markets in a variety of specializations, and by the supervision of professional purchasing personnel. The Purchasing Manager I is distinguished from the Buyer IV by managerial responsibility for supervising a staff of professional buyers. As the manager of a smaller agency program, the Purchasing Manager I is distinguished from the Purchasing Manager II by responsibility for a smaller, less diversified and less complex purchasing program servicing fewer locations in the State, by less independence and a closer review of work, and by supervision of fewer professionals. As the assistant manager of a large agency program, the Purchasing Manager I is distinguished from the Purchasing Manager II by less final decision-making authority, less independence and supervision of a lower level of professional staff.

EXAMPLES OF DUTIES: Plans and directs a complex agency purchasing program of a large or medium-sized agency with complex purchasing requirements or acts as an assistant to the manager of the purchasing program in one of the largest and most complex agencies; supervises, trains and evaluates the work of a staff of professional buyers; reviews, edits and approves major or complex purchase requisitions from agency offices; supervises the procurement of supplies, materials, equipment and services from State supply agreements and through independent purchasing activities by the staff; supervises the preparation of the purchase specifications, bid analyses and contract awards; coordinates activities and major independent purchases with the State Central Purchasing Office; assures compliance with State Purchasing laws and regulations; may establish or make recommendations on agency purchasing policies and procedures; confers with vendors; supervises the maintenance of records of agency purchasing activities; develops a variety of reports; supervises the handling of surplus or salvage materials in accordance with existing regulations; may manage storage, supply and related activities.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: purchasing practices and procedures; the laws, rules and regulations governing the purchase of goods and services; marketing practices; accounting and business law as they apply to purchasing administration; administration and supervision.

Skill/Ability to: direct a complex purchasing operation; perform the most difficult technical purchasing work; develop and implement procedures; communicate effectively; coordinate and supervise.