

TOWN OF COLLIERVILLE, TENNESSEE CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PROCUREMENT MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general supervision in the planning, directing, and coordinating of the professional, technical and clerical staff engaged in procurement activities related to purchasing and contract administration for the Town of Collierville.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plan, prioritize, manage, direct, coordinate and assign work of assigned professional, technical and clerical staff in the creation, monitoring, management, and administration of all open contracts; ensure contractor and vendor compliance including all aspects of the contract review and approval process; review and evaluate work performance of subordinates and recommend merit increases; recommend the initiation of disciplinary actions including termination; conduct interviews and make hiring recommendations; process employee concerns.

Develop and assist in establishing and administering operational procedures guiding the procurement functions of all departments; ensure compliance with legislative mandates and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department, agency or official.

Confer with consultants, contractors, suppliers, and vendors to acquaint them with procurement policies and procedures, to obtain information on required products and services, and to negotiate regarding specifications, scope of work, prices, terms and conditions.

Develop, coordinate and conduct internal and external town wide departmental procurement training; establish, maintain and disseminate guides, manuals and other documents regarding procurement policies and procedures; meet with appropriate departmental personnel to engage in procurement planning; recommend policy revisions and make presentations to the Board of Mayor and Aldermen regarding all procurement activities.

Oversee the creation and maintenance of various databases to facilitate tracking, monitoring, data collection, data mining, administration and reporting; oversee the maintenance of filing systems for various files/records for records retention and their destruction per State of Tennessee procurement and contract administration records retention laws.

Responsible for coordinating the procurement of architectural, engineering and construction services, and related supplies and services required by various departments in accordance with all applicable federal, state and local laws, policies and procedures.

Analyze contracts for compliance with policies and procedures and research unusual terms or provisions against common practice; ensure all appropriate documentation has been obtained and retained verifying contractor compliance with required insurance coverage(s) and other contract provisions; identify and assist in resolving issues of non-compliance of the terms and conditions of contracts; review, track, and verify payments that are made to contractors to ensure they are within the scope and provisions of the contract; refer or seek input from the Town's attorney as appropriate.

Review purchases, solicitations, and contracts for risk and assist with establishing standard contract clauses for use in contracts, solicitations and purchase orders.

Review and analyze the request for proposal, project bidding, contracts and solicitation documents, and award processes to assure all procedural details were followed and effectively accomplished; conduct and/or attend pre bid and pre proposal conferences, and bid openings; responsible for all pertinent information related to the bid process; process legal advertisement on bids; recommend the awarding of contracts to the lowest responsive, responsible and best bidder on IFB's and the most advantageous offer on RFP's; create and maintain a current data base of vendors; receive and analyze quotations and bids for relative prices and for consistency with specifications; compare costs, evaluate quality and suitability of goods and services; supervise preparation of and review contracts; supervise contract administration system for vendor/contractor contract performance monitoring for contract compliance.

Administer the operation of an overall computerized purchasing management system; utilize personal computer software including word processing, spreadsheet and database programs.

Prepare and/or complete various forms, reports, correspondence, purchase requisitions, purchase orders, payment/check requests, travel requests, invoices, revenue reports, agendas, public notices, contracts, contract amendments, legal descriptions, work orders, service requests, spreadsheets, or other documents.

Review various forms, reports, correspondence, policies, procedures, manuals, reference materials, or other documentation; review, complete, process, forward or retain as appropriate; maintain records of service provided on various goods purchased including a bid register, master bid files, inventory records and related records.

Communicate with supervisor, employees, other departments, customers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; interpret and explain purchasing policies and procedures to other Town department personnel, vendors and the general public.

Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks.

Attend work on a continuous and regular basis

ADDITIONAL FUNCTIONS

Assist in establishing and maintaining programs for the inspection and acceptance of supplies and services.

Attend and make presentations at Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Provide assistance to other employees or departments as needed.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public or Business Administration, Business Law, Finance, Purchasing or a closely related field; supplemented by six (6) years progressively responsible experience and/or training in a professional or municipal purchasing setting at least one (1) of which must have been at a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Driver's License.

SPECIAL REQUISITES

Certified Public Procurement Officer (CPPO) or equivalent preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data; includes performing subsequent actions in relation to these computational operations. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs. ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5 – 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, odor, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, and rude or irate customers.

APPROVALS

Molly Mehner, Town Administrator

Bill Burke, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.