



City of Kansas City, Missouri Job Class Specification

Job Title: PROCUREMENT MANAGER

Department:

GENERAL
SERVICES

Job Code: 1312

Status: EXEMPT

Grade:

EX-4

Summary

This is supervisory work assisting the Division Manager in the operation of the City's central procurement activities, capital improvement projects, designated professional services, other related professional services, and cooperative agreements by performing the following duties personally as required and through subordinates.

Work involves responsibility for a wide variety of contracting and administrative activities including vendor relations; market, cost, and price analyses; bid preparation, review, analysis, and award; conduct of negotiations; automation of procurement operations; management of working capital and impress funds; cooperative and joint procurement with other governments; preparation of specifications; standardization of equipment; assistance to city departments; and, supervision of assigned staff. Employee is expected to have considerable knowledge in construction terminology, procurement methods, practices and principles of the industry, initiative, and independent judgment. Responsible for adherence to all federal, state, and city requirements. Employee is expected to exercise considerable judgment and to consult with the Procurement Division Manager in unusual or complex situations. Performance is reviewed through conferences, observation, and submitted reports.

Duties and Responsibilities

- Supervises the entire coordination of the solicitation process through contract execution with participation in evaluation as necessary.
- Reviews and approves requisitions for purchases, item specifications, legal advertising, bid openings and awards, purchase orders, amendments, and term contracts.
- Establishes procedures for the consolidation and standardization of supplies, materials, and equipment, establishment of grades and quality levels.
- Confers with vendors and representatives discussing materials, equipment, supplies, services, prices, trade and cash discounts and evaluates to determine which combination will best suit the City's needs.
- Receives all requests for contracting services and provides coordination and progress reporting.
- Prepares bid specifications, scopes of services for solicitation and supervises all solicitation activities including advertising through contract execution.
- Supervises and participates in the preparation of financial and administrative reports of purchasing activities.

Duties and Responsibilities (cont.)

- Supervises all necessary processing and approvals required for the intent to contract and coordinates receipt and processing compliance documentation.
- Assists with the preparation and administration of the annual budget and in the preparation of administrative regulations and procedures of the division.
- Answers special correspondence on purchasing matters and handles special assignments and problems arising in the division.
- Develops and implements policies and procedures to improve the quality and efficiency of the city's contracting process.
- Supervises the personnel and operations of the purchasing and contracting section.
- Develops multiple product sources and price structures.
- Develops and coordinates with departments' inventory control, warehouse management, and receiving, shipping, and commodity classification activities.
- Write complex term contracts and bids and conducts contract negotiations when required.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

Purchasing methods and procedures including formal and informal bid procedures, negotiations, source selection, and price and cost analysis, small item purchasing methods, automation of procurement, vendor selection, transportation, receiving, inspection, inventory control, warehousing and storage, and shipping.

Sources, price, availability, grades, quality, and specifications of a wide variety of supplies, material, equipment, and services.

Accounting principles and methods applicable to procurement.

Contracting and procurement law, model procurement code, law of agency, construction of contracts and contract clauses, and procurement ethics.

Ability to:

Interpret and make decisions in accordance with laws, regulations, and policies.

Analyze bids, and conduct negotiations.

Prepare and write correspondence, regulations, specifications, term contracts, invitations for bid, and other procurement documents.

Establish and maintain effective working relationships with vendors, requisitioning officials, employees, and the general public.

Plan and supervise work assignments of professional and support personnel.

Requires considerable knowledge of the federal, state, and city requirements governing contracting procedures including HRD and with basic acknowledge in general acceptable accounting practices and principles.

Requires considerable knowledge in construction contracting, procurement methods, terminology, and construction law.

Education and Experience

Accredited Bachelor's degree and three (3) years' experience at the level of Senior Procurement Officer.

Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

Procurement certifications (C.P.M., CPPO, and CPPB) would be a plus but not required.

Supervisory Responsibility

Supervision is exercised over Procurement Officers, Senior Procurement Officers, and clerical staff as directed.

**Supervision
Received**

Work is performed under the general supervision of the Division Manager

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

7/87

Revised

10/93, 5/99, 9/06, 11/14, 4/15, 5/18, 12/18, 8/22