



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 363.4

Job Title: **PURCHASING MANAGER**

Pay Grade: 27

### **GENERAL SUMMARY:**

Plans, directs and manages a wide variety of procurement and administrative activities related to the purchasing and contracting of materials, equipment and services on a competitive basis for the City and/or department.

### **RESPONSIBILITIES:**

- Manages procurement personnel in the review, processing and monitoring of contracts, bids, purchase orders through the City's procurement process. Establishes priorities and standards. Reviews the more difficult and complex assignments.
- Develops, reviews and approves new or improved administrative and purchasing procedures to ensure economy and efficiency of operation.
- Approves complex bid proposals and specifications. Presents recommendations on purchases requiring upper management and/or Council approval.
- Interprets and directs the development of contract provisions and reviews contracts for accuracy. Evaluates and approves changes prior to bid and renewal.
- Manages and participates in the preparation of financial and administrative reports for upper management.
- Interfaces with vendors to achieve conflict resolution. Investigates claims where vendors fail to provide services or materials as specified and recommends action (i.e., penalty).
- Manages long-range purchase planning and needs analysis to simplify and standardize services and commodities and to reduce fiscal year procurement costs.
- Administers programs designed to promote participation by Minority/Women's Business Enterprise (M/WBE) businesses in the City's procurement program.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Materials Management, Purchasing, or a field closely related to the type of work being performed.

#### **EXPERIENCE:**

Six years of progressively responsible professional purchasing experience are required, with at least two of the years as a supervisor in purchasing or as a Procurement Specialist.

Professional purchasing experience may substitute for the above education requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant Buyer  
Buyer  
Senior Buyer  
Procurement Specialist  
Senior Procurement Specialist  
Purchasing Manager

*Effective: October 1990*

*Revised: August 2004*