Job Title: Purchasing Manager  

FLSA Status: Exempt  

Division / Department: Finance  

Last Revision Date: October 1, 2015  

**JOB SUMMARY**  
This position performs professional administrative work in support of the Inter-District Authority’s (IDA) centralized purchasing function. Responsibilities include, but are not limited to; the procurement of a wide variety of materials, supplies, equipment and services; management of all informal and formal procurement solicitations (ITB, RFP, RFQ, etc.); prepare and manage contracts; manage inventory and inventory control system; manages disposition of surplus property; manage purchasing card program; manage purchase order/requisition system; provide training, technical guidance and support on all purchasing activities; present purchasing related agenda items to the respective Boards.

**MINIMUM QUALIFICATIONS**  
- A.A. /A.S. degree in related field.
- Specialized certification in: **Required: Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM).**
- Minimum four (4) years related (government purchasing) experience required. Experience must be recent (within the past five (5) years).
- Two years of relevant work experience may be substituted for one year of required education but work experience may not substitute for CPPB, CPPO or CPM Certification.
- Must be punctual; regular attendance is required.
- Must maintain a valid Florida driver’s license.
- Successful completion of background check and drug screening.

**KNOWLEDGE/SKILLS/ABILITIES**  
- Knowledge of modern office equipment, practices, and procedures.
- Must be computer literate which includes, but is not limited to, proficiency in a Microsoft Windows environment and Microsoft Word, Excel & Outlook.
- Must possess good interpersonal and communication skills.
- Must be able to work as part of a team and foster a positive work environment.
- Ability to work in a fast-paced environment with the ability to juggle multiple tasks and demands.
- Ability to communicate effectively, both verbal and written.
- Ability to read, review, and understand complex contracts and evaluate appropriateness of terms, conditions, and contract form and make recommendations where needed.
- Ability to exercise good judgment and to make independent decisions in accordance with established department policies and procedures.
- Ability to successfully read, analyze, and interpret general business periodicals, professional journals, financial reports, and/or legal documents.
ESSENTIAL FUNCTIONS
1. Develops and recommends Purchasing Policies and Procedures in accordance with local, state and federal rules and regulations and industry best practices.
2. Conducts personnel training, develops training materials and provides technical guidance/support on all aspects of the procurement process.
4. Solicits competitive quotes for goods and services to be purchased and manages formal and information solicitation process.
5. Prepares/writes formal (competitive) solicitation documents (ITB’s, RFP’s, RFQ’s, etc.) and manages solicitation process to include development of specifications and scope of work, ensuring legal review, advertising, issue addenda, conduct openings, review responses for vendor compliance to requirements, prepare ranking and evaluation documents, assist in evaluation process and make recommendations when appropriate.
6. Analyzes sole source, single source or limited competition requests to ensure appropriateness of transaction.
7. Reviews/requests appropriate insurance certificates and bonds (when appropriate) from vendors.
8. Prepares agenda documents and makes public presentation to the appropriate Board(s) on all purchasing matters requiring Board approval.
9. Ensures legal review on documents where appropriate.
10. Ensures contract renewals, amendments and modifications are reviewed and approved in a timely manner.
11. Develops, prepares and searches for cost reduction opportunities.
12. Maintains timely communication exchanges with IDA personnel to understand organizational needs and priorities. Evaluates appropriateness of purchasing methods and recommends adjustments based on industry best practices and an understanding of organizational needs.
13. Serves as the Purchase Card Administrator for all purchasing card accounts and performs necessary administrative coordination with cardholders and Finance Department.
14. Manages Purchase Order system and all related processes.
16. Maintains vehicle and equipment files and processes all vehicle registrations and title paperwork.
17. Prepares and maintains an inventory system for all supplies, equipment and furniture.
18. Manages surplus property disposition and ensures compliance with all local, state and federal rules and regulations.
19. Assists in resolution of product or service complaints/issues.
20. May be asked to serve as administrative coordinator on designated projects.
21. Responds to request for information from vendors, residents, elected officials, and others as requested.
22. Ensures responsible use of public funds and transparency in public spending through accurate and current documentation.
23. Conducts procurement compliance reviews/audits and make recommendations for improvement where needed.
24. May be asked to represent the organization at public forums, conferences and meetings, community committees and professional organizations.
26. Responsible for professional and courteous working relationships with all IDA employees, District Supervisors, and HOA Directors.
27. Responsible for prompt, accurate, and courteous service to all customers and other outside agencies or vendors.
28. Performs all other duties as assigned or needed.

**SUPERVISORY RESPONSIBILITY**
- ☒ No supervisory responsibility for this position
- ☐ Supervises the following positions:

**WORKING CONDITIONS**
Work is conducted primarily in an office environment. There are occasional trips to other facilities within Lakewood Ranch, at which conditions may vary. This position frequently requires working within strict deadlines. Typically sitting at a desk. Lifting up to 25 lbs.

**WORKING HOURS**
Normal working hours are 7:00am to 6:00pm, 40 hours per week, Monday through Thursday.

- ☐ Overtime may be required; position is eligible for overtime pay (1 ½ time hourly rate).
- ☒ Overtime may be required; however, position is exempt from overtime pay.

**ADA COMPLIANCE**
The Lakewood Ranch Inter-District Authority is an Equal Opportunity Employer. Reasonable accommodations may be made to qualified individuals with disabilities to perform the essential physical functions. Prospective and current employees are invited to discuss accommodations.