

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Purchasing Administrator	CLASS. CODE: 0050
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	General Services Director	DATE: 7/1/2002

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**Job Summary:**

Administers and improves central purchasing activities in accordance with legal requirements and departmental policies; develops specifications and contract document execution. Supervises professional and clerical staff engaged in purchasing operations; uses substantial independent judgment, subject to compliance with objectives established by the general Services Director.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Meets with Assistant City Manager on weekly basis to review procurement activity listed on the Purchasing Review Report for award of contracts exceeding \$5,000.
2. Meets with City Manager and/or Assistant City Manager to brief them on noncompliance procurement activities and advise corrective solution(s) to them needed to bring those activities into compliance with public contracting laws.
3. Reviews and edits user department staff reports for compliance with procurement requirements assuring that recommendation stated within their staff reports to City Council accomplishes public contracting requirements.
4. Reviews proposed State legislative bills for impact on public contracting issues.
5. Develops an impact statement and makes recommendation(s) on supporting or defeating the bills.
6. Develops and amends purchasing rules and processes to reflect new State of Oregon statute mandates and other needed changes to enhance procurement processes.
7. Makes recommendations to City Council for amendments to City Purchasing Manual.
8. Reviews contracting legal issues with the City Attorney and/or Assistant City Attorney to develop protest or lawsuit litigation strategies.
9. Administers emergency procurement process to include reviewing merits of the emergency with user department director.
10. Reviews and discusses merits of emergency procurement with City Manager or Assistant City Manager and advises of optimal procurement approach that will satisfy the requirements of the emergency while also meeting the City's public contracting responsibilities.
11. Reviews and makes determination of bid and proposal responsiveness to published solicitation requirements.
12. Performs "superuser" functions for the FIMS purchasing module.
13. Participates in planning and implementation of FIMS releases; sets FIMS purchasing module parameters.
14. Approves citywide purchase orders and purchase requisitions; generates FIMS purchasing module management reports to use as performance indicators.
15. Approves citywide purchase orders and purchase requisition of unlimited dollar amounts.
16. Provides City Manager with FIMS generated purchasing compliance and audit performance reports when requested.

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17. Prepares formal requests for proposal (RFP) documents for major purchases of professional consulting services, information technology hardware and software, and design/build public improvement projects.
18. Reviews documents with user departments to set scope of required services and competitive parameters.
19. Discusses needs for additions, deletions and modifications to user department scope of work/specifications to accomplish contracting requirements of the user departments and to better foster competition.
20. Reviews merits of sole source procurement and make sole determination as to validity based on state statutes and City Purchasing rules.
21. Administers special/unique procurement procedures through acceptable public contracting procedures and presents to City Council when their approval is necessary.
22. Conducts staff meetings to disseminate procurement and personnel issues, advise staff on citywide issues, conduct brief training sessions and to respond to any staff issues.
23. Provides staff with changing City policy relating to purchasing procedures, personnel rules, and offices procedures.
24. Reviews formal and informal bid and quote documents prepared by Contracts and Procurement staff and advises of needed additions, deletions, modifications to documents to better foster competition.

**Important Job Functions**

1. Maintains current reference and source materials for staff review.
2. Attends meetings and various training seminars and conferences as required.
3. Works with consulting architects, engineers, contractors and the City Engineer to develop public contracting and contract administration processes that will improve project bid process leading to improved competition and an increase in responsive bids.
4. Administers the disposal of all City surplus and abandoned personal property.
5. Works with Assistant Purchasing Administrator to perform daily staff supervision.
6. Works with Assistant Purchasing Administrator to review and distribute procurement assignments to buyers; assigns formal/informal procurement activities to buyers and monitors for progress/completion to enhance assigned work load "leveling".
7. Performs as Acting Department Head when designated.
8. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a related field; and,  
Seven (7) to ten (10) years of experience in a related field; or,

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Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Certified Purchasing Manager (C.P.M) is desirable.
- Certified Public Professional Officer is desirable.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office practices and procedures and basic office software products.
- Accounting, economics, finance or business/public administration.
- Purchasing methods and procedures.
- City regulations, Oregon State Law and federal regulations governing purchasing activities.
- Wide variety of equipment, materials and supplies and services, including, but not limited to maintenance, construction, office, auto parts and supply sources.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Supervise personnel involved in purchasing and clerical activities.
- Work effectively with municipal personnel, vendors, and the public.
- Provide effective training in all areas related to purchasing.
- Plan and organize the purchasing services for the City, draft policies and prepare and maintaining an operating budget.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.