

# Water Authority Position Description

## PURCHASING OFFICER

Status	Position Code	Level	Date
APPROVED	PROF	P28	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

RESPONSIBLE FOR THE OVERSIGHT AND DAY-TODAY OPERATION OF ALL OPERATING AND CIP PROCUREMENT FUNCTIONS IN ACCORDANCE WITH ALL CONTRACT AND PUBLIC PROCUREMENT LAWS, RULES AND REGULATIONS. COORDINATE, OVERSEE THE DEVELOPMENT OF VARIOUS PURCHASING PROGRAM ACTIVITIES TO INCLUDE; PREPARING BIDS, PROPOSALS AND SPECIFICATIONS, FORMULATION AND FINALIZATION OF ALL CONTRACTS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION OR RELATED FIELD, PLUS FIVE (5) YEARS EXPERIENCE IN PURCHASING, PROCUREMENT OR RELATED FIELD TO INCLUDE (1) YEAR SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS.  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM UPPER LEVEL MANAGEMENT.  
MAY SUPERVISE SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. MANAGE DAY-TO-DAY FUNCTIONS AND ASSIGNMENTS OF EMPLOYEES ENGAGED IN THE ACQUISITION OF GOODS, SERVICES AND MATERIALS, AND MANAGEMENT OF CONTRACTS.
2. DEVELOP, IMPLEMENT AND RECOMMEND CHANGES IN ORDER TO IMPROVE WORKFLOW, SIMPLIFY PROCEDURES AND IMPLEMENT COST CONTROLS TO ENSURE MORE EFFICIENT DEPARTMENT OPERATION.
3. COORDINATE IN THE PLANNING OF MATERIAL AND MANPOWER RESOURCES AND ORGANIZATIONAL ACTIVITIES.
4. SUPERVISE PROCUREMENT AND CONTRACT REVIEW, ANALYSES AND DETERMINATIONS ON COMPLEX PROCUREMENTS AND CONTRACTS TO ENSURE SOUND PRACTICES. AUTHORIZE FINAL PROCUREMENT RECOMMENDATIONS ACCORDING TO PROCUREMENT PROCEDURES, LAWS, RULES AND REGULATIONS.
5. ASSIST IN THE PREPARATION OF BUDGET AND ALL REPORTS REGARDING PROCUREMENT AND CONTRACT ACTIVITIES.
6. DEVELOP, IMPLEMENT, COMMUNICATE AND MAINTAIN PROCUREMENT POLICIES AND PROCEDURES. RECOMMEND UPDATES TO POLICIES AND PROCEDURES.
7. AUDIT SECTION PROGRAMS FINANCED BY LOCAL, STATE, AND FEDERAL REVENUES TO ENSURE ACCURACY OF BILLING AND ADHERENCE TO LAW AND REGULATION.
8. SOLICIT, REVIEW AND INTERPRET TECHNICAL DATA USED TO DETERMINE THE RESPONSIVENESS OF BIDS, REQUESTS FOR PROPOSALS AND PREPARATION OF CONTRACTS.
9. MONITOR COMPLIANCE WITH PROJECT BUDGET, SCHEDULE SUBMITTAL TO DOCUMENTS AND REPORTS, GATHER AND MAINTAIN PROJECT RECORDS, AND ASSURE COMPLIANCE WITH CONTRACT PROVISIONS AND BUDGETARY GUIDELINES.
10. NEGOTIATE PRICING STRUCTURE AND ENSURE QUALITY AND WARRANTIES OF GOODS AND SERVICES.
11. PREPARE REPORTS TO INCLUDE; NON-CONFORMANCE, VIOLATIONS, BREACH OF CONTRACTS AND OTHER LEGAL PROCUREMENT AND CONTRACT ISSUES.
- 12 REVIEW, EVALUATE, MAKE DETERMINATION AND RESPOND TO VENDOR PROTESTS AND GRIEVANCES.
13. ATTEND MEETINGS AND HEARINGS, AND SERVE ON COMMITTEES AS ASSIGNED.

#### **SUPPLEMENTAL FUNCTIONS**

1. CONDUCT SPECIAL PROJECTS AS ASSIGNED.
2. PERFORM OTHER JOB RELATED DUTIES AS NECESSARY OR ASSIGNED.

#### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF LEASE NEGOTIATIONS AND CONTRACT COMPLIANCE  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF LEASE NEGOTIATIONS AND CONTRACT COMPLIANCE  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
PURCHASING AND ACCOUNTING ACTIVITIES  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

SUPERVISE, ORGANIZE AND REVIEW THE WORK OF SUPPORT STAFF  
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES  
PREPARE CLEAR AND CONCISE REPORTS  
ESTABLISH AGREEMENT MONITORING SYSTEMS  
NEGOTIATE AND OVERSEE LEASE AGREEMENTS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITINGS  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK INCLUDING AUTHORITY OFFICIALS AND THE GENERAL PUBLIC

**WORKING CONDITIONS**

ICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF TIME  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES