

Water Authority Position Description

PURCHASING ADMINISTRATOR

Status	Position Code	Level	Date
APPROVED	PUAD	M27	Jun 2018

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

PLAN, DIRECT, COORDINATE AND PERFORM THE PURCHASING ACTIVITIES FOR THE ORGANIZATION. RESPONSIBLE FOR PROCUREMENT OF CONSTRUCTION, MATERIALS, SUPPLIES, SERVICES (INCLUDING ENGINEERING AND ARCHITECTURAL SERVICES) AND EQUIPMENT AND ENSURE THAT ALL ACTIVITIES ARE CONDUCTED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS, ORDINANCES, RULES AND REGULATIONS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE WITH MAJOR COURSE WORK IN ACCOUNTING, FINANCE, BUSINESS ADMINISTRATION OR RELATED FIELD, PLUS FOUR (4) YEARS OF CONTRACT MANAGEMENT OR PURCHASING EXPERIENCE IN A CENTRAL PURCHASING OFFICE TO INCLUDE 1 YEAR SUPERVISORY EXPERIENCE IN A MANAGEMENT OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

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

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM THE CHIEF PURCHASING OFFICER AND FOLLOWS THE WATER AUTHORITY PURCHASING REGULATIONS.
 EXERCISE DIRECT SUPERVISION OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM A VARIETY OF PROFESSIONAL AND TECHNICAL DUTIES INVOLVED IN THE PROCUREMENT OF CONSTRUCTION, MATERIALS, SUPPLIES, SERVICES AND EQUIPMENT FOR THE WATER AUTHORITY.
2. ASSIST IN DECISIONS REGARDING HIRING, DISCIPLINE AND PROMOTION OF SUBORDINATE STAFF; DIRECT AND EVALUATE SUBORDINATE STAFF.
3. DELEGATE AUTHORITY AND ASSIGN WORK TO SUBORDINATE STAFF COMMENSURATE WITH THEIR QUALIFICATIONS AND EXISTING WORKLOAD. REVIEW THE WORK OF STAFF TO ENSURE COMPLIANCE WITH APPLICABLE LAWS, POLICIES AND PROCEDURES.
4. ASSIST STAFF BY PROVIDING TECHNICAL GUIDANCE AND DIRECTION.
5. COORDINATE TRAINING PROGRAMS OF PURCHASING DEPARTMENT STAFF AND EMPLOYEES OF OTHER DEPARTMENTS RELATED TO PROCUREMENT.
6. RESEARCH MARKET SOURCES AND VENDORS TO LOCATE AND ENSURE MOST COST EFFECTIVE AND COMPETITIVE PRICING FOR THE PURCHASE OF CONSTRUCTION, MATERIALS, SUPPLIES, SERVICES, AND EQUIPMENT.
7. ASSIST IN ADMINISTERING OPERATIONAL PROCEDURES GOVERNING THE PROCUREMENT FUNCTIONS.
8. ANALYZE CURRENT PROCUREMENT ACTIVITIES AND RECOMMEND IMPROVEMENTS THROUGH MORE EFFICIENT PROCUREMENT METHODS, E-PROCUREMENT, PRIVATIZATION, QUANTITY DISCOUNTS, STANDARDIZATION, VALUE ANALYSIS OR COOPERATIVE PURCHASING.
9. ASSIST IN ESTABLISHING AND SUPERVISING A CONTRACT ADMINISTRATION SYSTEM DESIGNED TO ENSURE THAT CONTRACTORS ARE PERFORMING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THEIR CONTRACTS.
10. EFFECTIVELY COMMUNICATE PURCHASING POLICIES AND PROCEDURES TO ALL PERSONNEL AND INTERPRET SAID POLICIES AND PROCEDURES AS NECESSARY.
11. ISSUE AND PREPARE PURCHASE ORDERS, REQUESTS FOR PROPOSALS, REQUEST FOR BIDS AND OTHER NECESSARY DOCUMENTS RELATED TO THE PURCHASE OF CONSTRUCTION SUPPLIES, EQUIPMENT, SERVICES AND MATERIALS.
12. CONDUCT PRE-BID/PRE-PROPOSAL CONFERENCES; EVALUATE AND ANALYZE BIDS; MAKE RECOMMENDATIONS OF AWARD AND IN COMPLIANCE WITH PURCHASING ORDINANCES, STANDARDS, POLICIES AND PROCEDURES.
13. COORDINATE AND SUPERVISE ACTIVITIES OF EVALUATION COMMITTEES.

14. DEVELOP, FORMULATE AND INTERPRET SPECIFICATIONS AND SCOPE OF WORK UNDER CLEARLY SPECIFIED WATER AUTHORITY PROCUREMENT REQUIREMENTS.
15. PREPARE, NEGOTIATE AND ADMINISTER CONTRACTS TO ENSURE NEEDS OF DIVISIONS ARE MET AND VENDORS AND WATER AUTHORITY PERSONNEL ARE IN COMPLIANCE.
16. PURCHASE A DIVERSIFIED RANGE OF CONSTRUCTION, SUPPLIES, SERVICES AND EQUIPMENT FOR THE WATER AUTHORITY; EXPEDITE THE DELIVERY OF PURCHASED GOODS AND SERVICES; MAKE NECESSARY ADJUSTMENTS WITH SUPPLIERS REGARDING REPLACEMENTS, INCOMPLETE ORDERS OR DAMAGED SUPPLIES.
17. RECEIVE, EXAMINE, EDIT AND PROCESS REQUISITIONS AND PURCHASE ORDERS; ANSWER QUESTIONS AND PROVIDE INFORMATION FOR AUTHORITY STAFF; PREPARE BUDGET ESTIMATES FOR EQUIPMENT PURCHASES.
18. CONTACT VENDORS TO OBTAIN QUOTES FOR STOCK AND SPECIAL ORDER ITEMS; RESEARCH AVAILABILITY, QUALITY AND PRICE OF EQUIPMENT AND SUPPLIES; PREPARE SUMMARY DOCUMENTATION.
19. INVESTIGATE AND DEVELOP NEW SOURCES; STAY ABREAST OF NEW TRENDS AND INNOVATIONS OF ROUTINELY PURCHASED CONSTRUCTION, SUPPLIES, MATERIAL, SERVICES AND EQUIPMENT.
20. MAINTAIN A VARIETY OF LOGS AND RECORDS RELATING TO THE PURCHASE AND PROCUREMENT OF CONSTRUCTION, MATERIALS, SUPPLIES AND EQUIPMENT.
21. MAKE ROUTINE PURCHASES AS NECESSARY; CONFER WITH AUTHORITY STAFF REGARDING SUPPLY NEEDS; CONSULT WITH SUPPLIERS AND OTHER SOURCES TO FILL NEEDS APPROPRIATELY; COMPILER NECESSARY QUOTATIONS.
22. PROVIDE TRAINING OF AUTHORITY STAFF AND POTENTIAL OR CURRENT VENDORS IN PROCUREMENT POLICIES, PROCEDURES AND PROCESSES.
23. MONITOR AUTHORITY-WIDE PROGRAM INVOLVING SMALL PURCHASES; AUDIT RECORDS TO ENSURE PROGRAM COMPLIANCE; DETERMINE NEED FOR PRICE AGREEMENTS; MAKE RECOMMENDATIONS TO RESOLVE NONCOMPLIANCE ISSUES WITH PROGRAM AND TAKE CORRECTIVE ACTION.
24. PREPARE AND COMPOSE A VARIETY OF REPORTS, STATISTICAL DATA AND CORRESPONDENCE; RECOMMEND POLICY DOCUMENTS RELATED TO THE PURCHASING FUNCTION.
25. PROVIDE BACKUP AND ASSISTANCE TO THE OTHER PURCHASING STAFF.

SUPPLEMENTAL FUNCTIONS

1. SERVE AS BACKUP CERTIFIED CHIEF PROCUREMENT OFFICER IN THE ABSENCE OF THE CHIEF PURCHASING OFFICER.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PURCHASING PRINCIPLES, PRACTICES AND GOVERNING ORDINANCES
PURCHASING PROCEDURES AND NEGOTIATION TECHNIQUES
MATERIALS, SUPPLIES AND EQUIPMENT TYPICALLY USED IN MUNICIPALITIES AND
THE SOURCE FOR SUCH PRODUCTS
PRINCIPLES AND PRACTICES OF INVENTORY MANAGEMENT AND CONTROL
PRINCIPLES AND PROCEDURES OF GOVERNMENTAL PURCHASING AND CONTRACT
ADMINISTRATION
MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT
COMPLEX MATHEMATICAL PRINCIPLES
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING
METHODS AND TECHNIQUES OF CONTRACT NEGOTIATION
COMPETITIVE BIDDING AND PURCHASING METHODS
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS INCLUDING
REGULATIONS CONCERNING MUNICIPAL PURCHASING

PREFERRED SKILL/ABILITY

APPLY PURCHASING PRINCIPLES AND PRACTICES
EVALUATE QUALITY AND PRICE OF PRODUCTS TO JUDGE SUITABILITY OF GOODS AND
ALTERNATIVES OFFERED
MAINTAIN DETAILED AND ACCURATE OPERATIONAL AND FINANCIAL RECORDS
INTERPRET, APPLY AND EXPLAIN AUTHORITY PURCHASING POLICIES
DEVELOP NEW SOURCES OF SUPPLY
ANALYZE, EVALUATE AND MODIFY PURCHASING METHODS AND PROCEDURES
EXPLAIN PURCHASING PLANS AND POLICIES FOR AUTHORITY
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
PREPARE AND MAINTAIN A VARIETY OF RECORDS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK
MAINTAIN THE INTEGRITY OF THE PUBLIC PROCUREMENT PROCESS.

WORKING CONDITIONS

WORK IN AN OFFICE 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.