

Title: <b>Purchasing Manager</b>	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Purchasing Manager	Prior Effective Date: July 31, 2012	Grade: XIII	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

Under the direction of the Division Head, this position is responsible for performing administrative work and supervising Buyers in the procurement of goods and services, and negotiating sensitive acquisitions and advising the Division Head of unique procurement situations. Ensures that Arkansas Procurement Law and Regulations and Department purchasing procedures and policies are followed.

### *EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Plan, organize and direct a program of limited scope in a wide variety of assignments related to a specific area of responsibility.
- Supervise a moderate number of technical and/or clerical personnel.
- Assign requisitions to Buyers.
- Monitor distribution of procurement workload and recommend commodity responsibility to balance Buyers' workloads.
- Monitor workflow to assure timely purchasing service to Department Divisions/Districts.
- Review procurement work (requisitions, bid invitations, tabulations, purchase orders, etc.) to assure accuracy.
- Open bids and purchase, as required, and monitor vendor performance and compliance with specifications, product quality, etc.
- Assist Department personnel in complying with Procurement Law and Regulations.
- Assist Department storeroom personnel in determining minimum and maximum inventory levels, economic order quantities, parts and commodity availability and interchangeability.
- Monitor Department's Purchasing Card Program.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field plus two years' related experience, OR the educational equivalent to a diploma from an accredited high school plus six years related experience in purchasing. Thorough familiarity with Department Accounting Manual and Purchasing Procedures. Leadership qualities and communication skills. Thorough familiarity with the operation of personal computers and Microsoft Word, Excel, Access, PowerPoint and Outlook.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

