

PURCHASING AND PROPERTY MANAGER

PURPOSE AND NATURE OF WORK

Purpose of the position is to serve as the principle procurement officer of Lafayette Consolidated Government, ensuring legal and ethical government procurement through planning, organizing, developing, and coordinating the procurement activities for all of LCG; overseeing the process of acquiring, recording, safekeeping, tracking, and disposal of assets; creating and maintaining the asset records system, and asset inventories; and ensuring adherence to internal controls of asset safekeeping. Incumbent manages and oversees the work of a professional and clerical staff engaged in administering large or complex bids, contracts, requests for proposals, and other purchase types to meet LCG's quality, cost, and delivery standards and in compliance with applicable laws, rules, codes, regulations, policies and procedures. Incumbent works under the general direction of the Controller.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Develops and implements purchasing, asset, property, and contract management instructions, policies, and procedures. Serves as an advisor and technical expert on procurement issues and property management for upper management and both the legislative and executive branches of LCG. Oversees and performs the identification, evaluation, and application of emerging and existing related best practices and federal, state, and local statutes. Researches and remains current on issues such as federal and state grant specialized purchasing requirements, pricing volatility, and changes in supply chain availability. Responsible for assuring that all City-Parish contracts and agreements are properly executed and that expenditures related to contracts are within approved appropriations. Works closely with Legal in establishing standard contract clauses and general terms and conditions, and in the review of draft contract documents. Supervises responses to and resolution of bid inquiries and discrepancies, and manages the award of contracts to appropriate vendors. Oversees and participates in negotiating contracts or provides technical assistance and support to Directors and departmental staff in negotiations. Reviews and makes determinations with respect to vendor bid protests or contract claims. Monitors and evaluates contract compliance, assesses, identifies, and facilitates resolution of non-compliance issues, and/or recommends amendments to contracts when appropriate. Reviews and approves contract invoices for payment. Reviews other purchase documents such as purchase orders, change-orders, and direct payment requisitions for compliance with applicable laws. Acts as lead buyer with respect to large complex projects. Prepares and monitors the development of reports, files, and other data for accurate record keeping and provision of same to management, staff, consultants, and auditors. Responsible for and participates in the asset management system and processes, which includes asset acquisition, asset recording, tagging, tracking, evaluating departmental safekeeping, interdepartmental asset transfers, threshold determination, and disposals. Performs analysis of assets as requested and oversees and prepares annual asset reports for management and auditors. Works closely with Accounting in the reporting and tracking of infrastructure. Oversees and participates in both the annual and periodic inventory of part stocks. Coordinates with all departments to perform annual inventory of all assets, evaluates responses, and assists with resolution of inventory errors. Responsible for the preparation, submission, and monitoring of the divisional budget to include forecasting annual operational needs, implementing cost saving measures, and preparing budget revisions as needed. Manages and supervises a professional and clerical staff. Performs other related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of principles, practices, rules, laws and regulations related to governmental purchasing and asset management, including those pertaining to federal, state, and local competitive bidding requirements and grants.
Knowledge of accounting principles and budgeting practices.
Knowledge of sources and types of products, commodities, construction, and services used in a large governmental entity.
Ability to design, implement, and maintain purchasing and property/asset management systems and procedures.
Ability to use judgement and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
Ability to effectively communicate orally and in writing.
Ability to establish and maintain effective working relationships with all levels of LCG administration and staff, vendors, and elected officials.
Ability to work with computers, including automated purchasing systems, enterprise-wide resource systems, and common office software and productivity tools.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in business management, finance, accounting, or a related field including course work in business law and accounting, supplemented by extensive progressively responsible experience in government and utilities purchasing and property management, or an equivalent combination of training and experience.