

## **PURCHASING AND PROPERTY MANAGER**

### **PURPOSE AND NATURE OF WORK**

Purpose of the position is to insure legal and ethical government procurement, inventory, purchase, sale and/or lease of goods and services.

Position is responsible for all the activities of the Purchasing & Property Division, which include procuring all materials, equipment, and services for Lafayette Consolidated Government, as well as inventory records and property management including sale or lease of property.

Incumbent works under the general direction of the Controller and has supervisory responsibilities for a moderately sized professional and clerical staff.

**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.)

Consults, advises and assists departmental directors and division managers in purchasing and property management functions. Supervises and participates in the work of Buyers, contract clerks and inventory clerks engaged in providing purchasing and property management services to all departments of Consolidated Government. These services include determining or obtaining specifications, publicizing and obtaining bids, evaluating bids and recommending vendors, and coordinating transactions with the Budget office. Insures contracts contain necessary provisions and are let according to state bid law. Oversees real property inventory and accurate record maintenance. Disposes of surplus property at most favorable prices.

Assures use and recording of accurate purchase requisitions, bidding, contract execution, property tagging, and disposal. Meets with vendors, discusses prices, quantities, specifications and availability.

Coordinates for oil, gas, mineral and agricultural leases of City-Parish property.  
Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of laws concerning purchasing and letting contracts by government.

Thorough knowledge of laws concerning government property management, sale, lease and disposal.

Knowledge of governmental accounting and budgeting.

Knowledge of materials used in streets, drainage, vehicle maintenance, traffic control as well as water, wastewater and electric utilities.

Ability to design, implement and maintain purchasing and property management procedures complying with all applicable law while insuring timely delivery of goods and services.

Ability to form and maintain productive working relationships with management, vendors, public and elected officials while assuring ethical and legal purchasing practices.

### **DESIRABLE TRAINING AND EXPERIENCE**

Baccalaureate degree in 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.

