



# Director of Purchasing & Strategic Sourcing

Class Code:  
U2000 EX 2

CITY OF EL PASO  
Established Date: Apr 23, 2006  
Revision Date: Nov 9, 2017

## SALARY RANGE

\$49.53 - \$87.18 Hourly  
\$3,962.51 - \$6,974.02 Biweekly  
\$8,585.45 - \$15,110.39 Monthly  
\$103,025.36 - \$181,324.63 Annually

### FLSA:

Exempt

### MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree in business or public administration or related field, and six (6) years of professional materials management, purchasing or procurement experience, including two (2) years of supervisory experience.

Licenses and Certificates: Valid Certification as a Certified Public Procurement Officer (CPPO) from the Universal Public Purchasing Certification Council within one (1) year following appointment.

### GENERAL PURPOSE:

Under administrative direction, as division head, plan, implement and direct the purchasing and procurement activities of the city-wide of El Paso.

### TYPICAL DUTIES:

Plan, coordinate and manage the centralized purchasing activities of the City. Involves: Direct, perform or develop policies and procedures for professional work that involves procurement of supplies, services, construction or research and development using formal bid negotiation procedures. Oversee and participate in the evaluation of contract price proposals. Direct the bidding section. Manage and participate in the administration, termination and close out of contracts. Review complex cost estimates or analyses.

Plan, design, implement and review division short- and long-term goals and priorities. Involves: Develop and manage annual division budget. Monitor and approve expenditures. Collect and analyze data. Prepare a variety of reports regarding division activities, accomplishments and goals. Implement and enforce state policies and procedures. Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives.

Supervise assigned personnel. Involves: Supervise directly and through subordinate supervisors. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants and recommend hire, terminate, transfer, discipline and assign merit pay or other employee status changes.

Represent the department in a professional manner. Involves: Meet with City Administration and other officials to gain approval of high dollar expenditures. Interact with a variety of governmental agencies, suppliers, construction consultants, and others to provide and gather accurate information. Work with other city department heads, city attorneys, engineering and other departments to provide assistance or gather information.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Application of comprehensive knowledge of municipal codes related to purchasing, contract compliance and materials management.
- Application of comprehensive knowledge of the principles and practices of the procurement process.
- Application of comprehensive knowledge of city, state and federal procurement codes, policies and regulations and statutes.
- Application of comprehensive knowledge of technical and complex procurement, bidding and negotiations methods and techniques.
- Application of considerable knowledge of budget preparation and standard general and fiscal administration policies and practices.
- Application of considerable knowledge of computer hardware, software and peripherals related to automated purchasing inventorying systems and spreadsheet applications.
- Application of considerable knowledge of cost and price analyses.
- Application of considerable knowledge of management and supervisory principles and techniques.
- Assess objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department.
- Clear concise oral and written communication to prepare and present comprehensive reports to Mayor, Council, City management, various federal and state agencies, vendors, suppliers, businesses and the general public.
- Establish and maintain effective working relationships with department heads, coworkers, officials, customer departments, contractors, regulatory agencies and the general public.

**OTHER JOB CHARACTERISTICS:**

- May work extended hours as a direct report to the Financial Services Chief Financial Officer.

**CLASSIFICATION STATUS:**

*(Ord. 016352 04/25/06), (CC 07/29/12), (HR 09/26/13), (HR 07/27/16), (HR 11/10/17)*