

BUDGET AND PURCHASING MANAGER

Definition:

Under general direction performs highly responsible managerial work directing, supervising and coordinating all Budget and Purchasing related activities; develops objectives, work plans, and budgets for assigned areas; establishes and evaluates work standards and performance within the assigned areas; and performs related work as required and other duties as assigned.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assumes all management responsibility for all services and activities of Budget and Purchasing functions.

Provides responsible staff assistance to the Director of Administrative Services.

Plans, organizes, manages, coordinates and evaluates the activities of the Budget and Purchasing functions and other related or assigned responsibilities.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews objectives, standards and procedures for Budget and Purchasing.

Ensures areas of responsibility are in compliance with all applicable laws and regulations.

Develops, recommends, administers and communicates City budget, fiscal and purchasing policies and procedures in compliance with federal, state and local laws and ordinances.

Advises management on issues and problems relating to City policies and procedures and recommends solutions.

Coordinates and assesses cost benefit analysis of enhanced internal controls and coordinates implementation of enhanced internal controls as appropriate.

Prepares, maintains, reviews and communicates a variety of records and correspondence, analysis, reports and a variety of other data.

Plans, organizes, manages and as necessary performs cost/benefit and program cost analyses.

Coordinates and assists City departments with budget preparation / oversight and procurement.

Attends meetings and conferences, makes oral presentations and serves on various committees.

Coordinates and oversees the department budget development.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Essential Duties and Responsibilities Specific to Budget Tasks:

Plans, organizes and manages the City's budget process.

Develops updates and maintains financial forecasts / projections / models.

Plans, organizes and manages proposed / adopted / final budget and Capital Improvement Program (CIP) submissions, including budget adjustments.

Manages and ensures that approved appropriations and estimated revenues are correctly recorded in the budget / accounting system.

Plans, organizes, manages and as necessary prepares confidential cost analyses for labor negotiations and related matters.

Essential Duties and Responsibilities Specific to Purchasing Tasks:

Coordinates, evaluates, and advises departments on compliance with City competitive bidding policies and procedures.

Negotiates and administers purchase and service contracts and lease purchase agreements.

Acts as the City's agent in developing cooperative contracts with other public agencies.

Organizes, manages, and as necessary prepares major purchase orders, analyzes bids, proposals and specifications to determine supply sources, interviews vendors and inspects facilities.

Evaluates products and services and establishes pricing guidelines and specifications.

Consults with departmental representatives and vendors concerning bids, specifications, procedures, complaints and issues.

Coordinates management of the City's resource recovery program through the sale of surplus equipment, scrap metal, supplies and materials.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of office items and files weighing 30 pounds or less.

Class Characteristics:

Budget and Purchasing Manager is a manager position within the Administrative Services Department. The incumbent is responsible for the City's budget process and management, is responsible for a variety of purchasing and centralized service functions, and has broad responsibility for budget and procurement activities.

Budget and Purchasing Manager is a single incumbent confidential class within the Administrative Services Department.

Supervision Received and Exercised;

- Receives general direction from the Director of Administrative Services.
- Exercises direction over assigned subordinate professional, technical and support staff.

Contacts and Relationships:

The Budget and Purchasing Manager supervises staff as assigned. Contacts are established and maintained with a variety of individuals and sources to include Administrative Services Department staff, other City departments to include department and division heads and staff as well as City Council, and businesses and service providers.

Qualification Guidelines:

The knowledge and abilities that are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles and techniques of management and supervision related to the direction, evaluation and training of assigned staff.

Effective methods of making oral and written presentations.

Business letter and report writing and methods of research and analysis.

Proficient with data analysis tools such as MS Excel.

Municipal government structure and programs.

Enterprise resource systems and other software applications as related to areas assigned and the impacts on reporting.

Legal issues related to areas of responsibility to include federal, state and local laws, regulations, ordinances, rules and procedures.

Governmental accounting, budgeting and auditing standards and practices related to budget, procurement and reporting.

Cost analysis techniques and methods of cost allocations.

Governmental finance and accounting principles and procedures, including developing, implementing, and administering a large municipal budget.

Principles, practices, standards and methods of procurement, delivery, warehouse management and computerized purchasing systems.

Methods and techniques of complex contract negotiations and administration related to area assigned.

Conflict resolution techniques.

English usage, spelling, grammar and punctuation.

Public relations and customer service techniques.

Modern office practices, methods and computer equipment and applications related to the work.

AND

Ability to:

Plan, organize, manage and evaluate the operations of Budget and Purchasing functions.

Manage, supervise, organize, direct and coordinate the work of professional, technical and support personnel; select, train and evaluate assigned staff.

Analyze, interpret and apply applicable federal, state and local policies, laws and regulations.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative; make sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Manage, coordinate and adhere to multiple deadlines and projects.

Operate a personal computer and use applicable software programs.

Maintain the confidentiality of sensitive information and data.

Develop and coordinate an effective budget process.

Produce, communicate and present the adopted budget, forecasts/projections, and other financial reports and analysis.

Perform complex statistical and cost benefit analysis.

Negotiate and administer contracts and lease purchase agreements for major capital equipment.

Analyze data, to include life-cycle costs associated with bids and proposals; make sound recommendations; and initiate and carry out required assignments.

Investigate and resolve vendor payment problems and contract compliance issues.

Interview vendors, inspect facilities and evaluate products, equipment and services.

Prepare clear and comprehensive reports and make effective presentations.

Interact effectively with others in the workplace; resolve conflicts in a fair and amicable manner.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

A Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or a closely related field from an accredited college or university to include coursework in finance and accounting.

AND

Four years of progressively responsible experience dealing with budget and/or procurement at the municipal level, to include one year of supervisory or lead experience.

Professional procurement/purchasing certifications such as the following is preferred:

- Certified Public Procurement Officer Certification (CPPO)
- Certified Professional Public Buyer Certification (CPPB)
- Certified Purchasing Professional Certification (CPP)

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

The City of Fullerton's Conflict of Interest Code requires that the Budget and Purchasing Manager file financial disclosure statements in accordance with state and local laws.

Per California Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time. The incumbent uses a computer, keyboard and related equipment. The incumbent walks, kneels, stands, reaches and bends and may grasp and lift office items and files weighing 30 pounds or less. The incumbent drives a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established May 2021