

CITY OF GLENDALE

TITLE: Materials Manager CLASS CODE: 375

REPORTS TO: Chief Financial Officer GRADE: 34

DEPARTMENT: Finance FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes and manages the activities and staff of the Materials Management division.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and manages the activities and staff in Materials Management relative to City operations, customer services and the business community.
2. Participates with City administration and department heads in establishing programs, developing operational plans, special projects and budgeting.
3. Enhances business development and retention through contracting opportunities with the City by partnering with Chamber of Commerce, advocacy organization representing minority, women owned small businesses and the general business community.
4. Oversees the City's contracting and buying processes.
5. Oversees the planning and development of new contracts for products and services
6. Develops and manages the policies and procedures of the centralized purchasing and contracting process.
7. Prepares oral and written reports and conducts presentations for the City management and City Council.
8. Ensures compliance of City operations with funding stipulations for contracting as well as federal, state and local procurement and contracting laws.
9. Develops the Materials Management operating budget.

SECONDARY FUNCTIONS:

10. Performs other related duties as assigned

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Management and personnel principles and practices.
Principles, practices and procedures of public administration and procurement services.
Materials management practices and contracting principles.
Laws, ordinances and other regulations governing public procurement.
Accounting principles, cost analysis and budgeting.
Computer software and related applications.

Ability to:

Manage, plan, and organize a work program.
Coordinate business practices with outside organizations and businesses.
Communicate effectively verbally and in writing.
Establish and maintain effective working relationships with City officials, employees and the business community.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Materials Management, Business or Public Administration or related field and five years experience in professional materials management for a governmental agency or similar organizations with two years management experience..

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Certified Public Purchasing Officer (CCPO) from the National Institute of Governmental Purchasing is preferred.

Valid Arizona driver's license.