

## Purchasing Manager

**DESCRIPTION OF WORK:** Positions in this banded class plan, develop, direct and oversee the purchasing activities, functions and programs and processes within a State agency, university, or institution. Work involves development and implementation of purchasing policies, internal operating policies, procedures and guidelines, administration of the procurement program in compliance with applicable Federal and State statutes and regulations, and establishment of policy and procedure for inventory and property management or other assigned services. Work may involve development and execution of difficult and/or complex procurement contracts. Work may involve the oversight of warehousing, receiving, surplus functions, and other auxiliary functions. Work is accomplished within the limitations of authority specified by statute and by the North Carolina Division of Purchase and Contract policy and procedure to provide the development of financially sound procurement programs and services.

### **EXAMPLES OF COMPETENCIES:**

#### **CONTRIBUTING**

**Knowledge-Professional:** Thorough knowledge of state and federal purchasing rules and regulations governing the area of work. Thorough knowledge of applicable sources, prices, market factor and product characteristics of commodities/contracts. Thorough knowledge of applicable accounting systems. Knowledge to participate in the selection and adaptation of information technology and internal controls to meet work needs. Thorough knowledge of the organization, its mission, its relationship with clients and constituents.

**Planning & Organizing Work:** Ability to utilize organizational skills to develop work plans and accomplish established goals and outcomes. Ability to supervise the completion of assigned projects/programs according to plans. Ability to effectively lead and manage work activities and apply knowledge and expertise to achieve operational goals. Ability to participate in the preparation, management and facilitation of site-visits and pre-bid conferences in preparation of the quote, bid and proposal process, ensuring all vendors receive the best and most current information before submitting a response.

**Financial & Business Accountability:** Ability to set goals for section with minimal input from senior management. Ability to participate in financial/budgetary and administrative criteria for program funding and control. Ability to participate in financial/budgetary and administrative criteria for program funding and control.

#### **JOURNEY**

**Knowledge-Professional:** Extensive knowledge of state and federal purchasing rules and regulations governing the area of work. Extensive knowledge of applicable sources, prices, market factor and product characteristics of commodities/contracts. Extensive knowledge of applicable accounting systems. Knowledge sufficient to determine applicable information technology and internal controls to meet work needs. Substantial knowledge of the organization, its mission, its relationship with clients and constituents. May require some knowledge of applicable U.S. Customs policies, practices, laws and regulations.

**Human Resources Management:** Ability to actively listen to others' concerns and provide constructive feedback to staff to facilitate their professional growth and development. Ability to recruit, select, and take steps to retain high performing employees. Ability to identify employee learning opportunities to increase professional growth and skills development. Ability to identify and address performance and/or interpersonal work-related concerns.

**Leadership/Communication:** Ability to select and effectively convey technical information and concepts both verbally and in writing when working with staff, management, clients, vendors and the public. Ability to maintain professional relationships with internal and external customers consistent with best practices and organizational strategic goals. Ability to demonstrate professionalism when responding to or providing solutions to customers, co-workers and others.

**Human Resources Management:** Ability to facilitate subordinates' professional growth and development in primary or multiple units. Ability to actively identify applicants and takes steps to retain high performing employees. Ability to utilize proactive leadership techniques to prevent performance and/or interpersonal work-related problems with employees. Ability to serve as a coach to staff by enabling self-sufficiency in employees to make decisions and take action.

**Leadership/Communication:** Ability to effectively lead and manage supervisors by originating, selecting and conveying comprehensive program concepts both verbally and in writing to achieve the desired outcome.

**Planning & Organizing Work:** Ability to develop, organize and manage plans and complex projects. Ability to manage change as required to complete work in a dynamic environment. Ability to effectively direct operations in order to achieve goals. Ability to participate in organization-wide planning and development activities as assigned. Ability to prepare, manage and facilitate site-visits and pre-bid conferences in preparation of the quote, bid and proposal processes, ensuring all vendors receive the best and most current information before submitting a response.

**Financial & Business Accountability:** Ability to develop key business performance measures and create systems to track and communicate progress. Ability to establish financial/budgetary and administrative criteria for program funding and control. Ability to research and analyze data to identify market trends and buying habits to maximize efficiencies.

### **ADVANCED**

**Knowledge-Professional:** Knowledge to develop longer term, leading- practice approaches to managing purchasing activities. Expert knowledge to define and understand state, national and/or global supply landscape; understand cost drivers, and share data. Deep understanding and knowledge base of external commodity markets and potential market impacts and other effects to maximize cost opportunities. Subject matter expert and knowledge to champion applicable information technology and internal controls to meet work needs. Expert knowledge of the organization, its mission, its relationship with clients and constituents. Knowledge of applicable U.S. Customs policies, practices, laws and regulations.

**Planning & Organizing Work:** Ability to continually seek innovative approaches through a variety of strategies to streamline work processes and operations. Ability to advise senior management to achieve organizational goals. Ability to expertly prepare, manage and facilitate site-visits and pre-bid conferences in preparation of the quote, bid and proposal processes, ensuring all vendors receive the best and most current information before submitting a response.

**Financial & Business Accountability:** Ability to identify long-term goals and objectives and determine the best approach for achieving those goals and objectives. Ability to identify financial/budgetary principles. Ability to respond to current business ethics and social responsibility issues. Ability to work closely with other business functions, units and/or agencies, to identify and drive best value opportunities.

Ability to build and maintain management awareness and support. Ability to understand and implement professional relationships with internal and external customers consistent with best practices and organizational strategic goals. Ability to take initiative and action that will ensure customer satisfaction in all phases of operation. Ability to identify and resolve issues that may negatively impact customer service.

**Human Resources Management:** Ability to implement integrated talent management strategies and/or systems designed to increase workplace productivity by developing improved processes for attracting, developing, retaining and utilizing people with the required skills and aptitude to meet current and future business needs. Ability to identify long-range succession plans and cultivate, whenever practical, a supply of internal applicants to meet those future needs. Ability to anticipate the future needs and assist in finding, assessing and developing the human capital necessary to the strategy of the department. Ability to foster a work culture of beliefs, values and practices adopted to directly influence employee conduct and behavior. Skill in conflict resolution, collaboratively resolving conflicts by managing reactions, perceptions and behaviors in order to resolve workplace conflicts.

**Leadership/Communication:** Ability to determine direction by influencing groups and directing these groups toward a specific goal or mission. Ability to create a work environment that empowers employees to make decisions that affect their work. Ability to develop organizational standards and best practices for professional relationships with internal and external customers. Ability to monitor and ensure adherence to established standards. Ability to identify and resolve organization-wide customer service issues. Ability to model and promote positive customer relationships with internal and external customers.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree in a related discipline; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.