

# Florida State Courts System Class Specification

**Class Title: Purchasing Manager**

**Class Code: 6550**

Pay Grade 25

## **General Description**

The essential function of the position within the organization is to manage purchasing operations. The position is responsible for supervising staff, planning, training, procurement of goods and services, shipping and receiving, reconciling purchasing cards, overseeing the vendor bid system, managing inventory and record maintenance, and performing related administrative functions, including preparing reports. The position works independently, reporting major activities through periodic meetings.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Manages and oversees purchasing operations of responsibility, including reviewing and approving purchase requisitions/orders and invoices, determining needs, regulation compliance, processing travel vouchers/reimbursement, reconciling and auditing accounts, shipping and receiving, inventory control, and processing accounts payable.

Monitors coordination and maintenance of contracts for leasing of equipment such as computers, copiers or telephones; manages the vendor bid system; schedules and coordinates receiving or relocation of furniture, supplies and equipment.

Determines furnishing/technical and renovation needs for area of responsibility and researches pricing; purchases, maintains and revises directories and signage; supervises purchasing of books and maintenance of libraries/research centers.

Ensures accuracy of fixed asset inventory tracking and property transfer records for submission to county and state.

## **PURCHASING MANAGER**

Collaborates on development of policy and procedures governing purchasing operations; evaluates results to identify deficiencies and implements changes as needed.

Organizes, coordinates and/or assists with special projects or events; serves as information resource for the area of responsibility.

Sets up and maintains record systems; processes daily paperwork such as financial documents, reports, memoranda, requisitions or personnel information.

Manages compilation of data/information for and preparation of periodic and special financial reports; monitors submission of reports to appropriate personnel or agencies.

Communicates with Courts System personnel, vendors, the public, and other governmental agencies to exchange information relating to purchasing of goods and services.

Manages administrative functions, such as conducting research for prospective vendors, preparing periodic employee evaluations, coordinating the processing of work orders or providing for staff technical or professional growth.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve technical or professional skills.

## **Competencies**

### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

## **PURCHASING MANAGER**

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or complex custom financial applications.

## **PURCHASING MANAGER**

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

### **Education and Experience Guidelines**

#### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business administration, accounting, purchasing or a closely related field.

#### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience including two years of supervisory experience.

#### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None