



Classification: Senior Procurement and Inventory Manager
Title Code: V00193
Pay Range: 26

Immediate Supervisor: Assistant Director

Position Supervised: Buyer, Property Inventory Controller, Supply Manager, Duplicating Equipment Supervisor/Operator, Clerk

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY:

This position involves supervisory and managerial work, and is responsible for coordinating all activities related to purchasing, fixed assets, and the supply warehouse and print shop in the Budget and Procurement Division. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, trains, and supervises the work of employees assigned to purchasing, fixed assets, the supply warehouse, and the print shop, and evaluates their work for accuracy and compliance with proper policies and procedures; takes corrective action for any discrepancies found in work when necessary.

Directs the procurement of equipment and supplies for the Patrol, including reviewing requisitions, and preparing bid specifications, contracts, and purchase orders.

Oversees the tracking of all nonexpendable equipment purchased with state or federal funds to ensure that it is identified and placed into the automated inventory system according to existing laws, regulations, policies and procedures, that automated inventory files are updated, and that permanent records are maintained on all Patrol equipment and property.

Oversees operation of the Patrol's supply warehouse and print shop, including maintaining accountability records of supplies and equipment, establishing procedures for the control of supplies and equipment, maintaining accurate and complete records and files of all items received and dispersed from the warehouse, and overseeing operation and maintenance of print shop equipment in duplicating a variety of printing material.

Responsible for online review and approval of SAM II documents completed within the unit.

Reviews and calculates various cost estimates for supervisors, administrative staff, and other personnel, and provides information and assistance as needed: prepares reports for projecting estimated expenditures and tracking various activities.

Reviews policies and procedures and suggests changes or updates, provides consultative and technical assistance to divisions, troops, and command staff in the use of funds and application of various procedures, and serves as technical expert and provides training in relevant areas.

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Assists with maintenance of the supply warehouse's annual budget, including monitoring of spending, reviewing reports, and adjusting expenditures to ensure it remains within its portion of the budget.

Performs ongoing inventory of supplies to ensure accuracy and to help identify needs.

Oversees organization and cleaning of warehouse to facilitate efficient operations.

Acts as liaison between the Patrol and other agencies or individuals.

Accommodates a nonstandard schedule as needed during special assignments (e.g., budget preparation, inventory, fiscal year-end, etc.).

Operates standard office equipment (e.g., personal computer, laptop computer, adding machine, facsimile machine, pager, etc.).

Performs job related travel, as needed

Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the theory, principles, and practices of budgeting, purchasing, and fixed asset inventory management as it relates to state government.

Thorough knowledge of the principles of fiscal administration including budgeting and reporting.

Thorough knowledge of SAM II Financial.

Thorough knowledge of the state's appropriation process and Highway Patrol financial operations.

Thorough knowledge of Patrol and State policies and procedures dealing with inventory, purchasing, and fixed asset management.

Thorough knowledge of automated data processing systems and PC software.

Thorough knowledge of the basic principles and practices of supervision and management techniques.

Ability to direct and supervise professional and technical personnel engaged in a variety of activities (i.e., purchasing, fixed assets, supplies, printing, etc).

Ability to plan, prioritize, and manage multiple projects and work under pressure.

Ability to work as a team leader and positively interact with a variety of people, including administrative staff, employees, vendors, etc.

Ability to prepare and present complete and accurate accounting reports and statements.

Ability to work independently with general supervision.

Ability to interpret complex reports and statements.

Ability to evaluate financial systems.

Effective Date: 04/13/2009

Date Reviewed: 04/22/2009 BPD

Date Revised: 04/22/2009 HRD

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Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate standard office equipment as detailed under description of duties.

Ability to maintain the organization's appropriations in a computerized accounting system and allocate funds accordingly.

Ability to accommodate a nonstandard schedule, operate a motor vehicle, and perform job-related travel as needed.

Ability to develop, implement, evaluate, and modify internal procedures and systems.

Ability to establish and maintain effective working relations with all levels of Patrol personnel, other state agency representatives, outside agency representatives, etc.

Ability to verify documents and reports produced and received, and take proper steps to reconcile errors.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to prepare standard and ad hoc reports.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and apply these to work problems.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a four-year college or university with a bachelor's degree in public or business administration or other business related area AND possess at least four years of experience in responsible managerial and/or financial work.

Supervisory experience is preferred, but not required.

NECESSARY SPECIAL REQUIREMENTS:

Must satisfactory complete the Patrol's supervisory course within one year of appointment as a Senior Procurement and Inventory Manager.