

Employer:	BEXARMET WATER DISTRICT
Job Title:	Purchasing Manager
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	8:00 A.M. TO 5:00 P.M.
Salary Range:	\$55+
Job Location:	SAN ANTONIO
Relevant Work Experience (Time):	5 - 7 yrs
Relevant Work Experience (Education/Position):	Manager (Staff Supervisor)
Education Level:	Bachelor's Degree
Job Description:	<p>This is a highly responsible, administrative and management position, directing the procurement function for the expenditure of government funds, including construction, professional services, and routine goods and services. Manages and supervises activities of workers in purchasing department. Reviews and approves requisitions for supplies and designates approved suppliers. Reviews and forwards for approval requisitions for maintenance or repair. Recommends contractors or vendors for notification to bid for supply contracts. Conducts quarterly payment register audits to insure vendor threshold compliance and Small, Minority, and Women Owned Business Enterprise (SMWBE) participation. Supervises and coordinates activities of workers engaged in typing correspondence, preparing requisitions, obtaining price quotations, and verifying accuracy of billing. Supervises and executes the procurement of all materials and supplies necessary for district operations. Establishes purchasing practices and procedures to be followed by all Purchasing personnel, including the negotiation of price and delivery.</p>

Special Requirements:	Bachelor's degree in Business Administration or related field. Must have at least five years' successful experience in related purchasing positions and must include public sector experience. May substitute an AA certificate and 7 years experience for the Bachelor's degree. May substituted 15 years of relevant experience for Bachelor's degree. Must be capable of developing and evaluating vendor strategies to ensure that the best quality products are purchased in a timely manner and at a competitive price. Ability to prepare numerous complex solicitations, negotiations, and final contract execution processes. Comprehensive knowledge of procurement law and regulations, procurement processes, and public contracting. Comprehensive knowledge of practices that protect the District from conflict of interest situations, successful protests or law suits, and any wrongdoing in its procurement and/or contracting practices. Comprehensive knowledge of automated procurement, and contracting automated systems. Skill in supervising or managing a procurement, and contracting program in a public organization. Skill in applying supervisory principles and practices. Skill in communicating effectively, verbally and in writing. Ability to prepare and administer budgets. Ability to establish and maintain effective working relationships with supervisors, District personnel, outside contractors and vendors, District purchasing staff, the general public, and elected officials.
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