



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted: 1/26/2010
 Starting Rate: \$24.75
Closing Date: 2/2/2010

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED: 01/01/09;
 01/01/10*

JOB TITLE: Purchasing Manager

DEPARTMENT: Finance

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5.00 p.m.

SALARY RANGE: \$24.75-\$37.20 / hour

LEVEL: 26

Plan, direct, and manage the daily operation of the Purchasing Division.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Administers the Parish's central purchasing system. Reviews quotes and authorizes purchase orders. Develops reviews and corrects specifications for bids and request for proposals. Conducts bid advertisements in accordance with state law. Evaluates bids and proposals and determines award. Negotiates contracts. Reviews contracts and insurance information. Oversees purchasing card program. Reviews and endorse alcohol permit applications; conducts on premises inspections for alcohol permits. Resolves issues with occupational licenses.
- Supervise, train, evaluate and coordinate activities of assigned employees.
- Coordinates special programs as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- B.S. Degree from an accredited college or university in Business Administration, Public Administration, Finance or a related field, plus six (6) years of experience in institutional or governmental purchasing. Ten (10) years of supervisory level experience in private sector purchasing may be substituted for the education and/or experience requirement.
- If assigned a parish vehicle, must possess a valid Driver's License.
- Comprehensive knowledge of state and local laws and policies dealing with public purchasing.
- Considerable knowledge of theories and principles of public finance and public administration.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.