



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: 18-040

DATE: May 14, 2018

Position Title: Purchasing Manager		Location: St. Philip Street	Status: Established Position, Full-time
Salary Range: \$65,041.60 (\$31.27/hr) - \$104,083.20 (\$50.04/hr)	Grade: 112	Department: Purchasing	Hours: 8:00 am – 5:00 pm

**APPLICATIONS ACCEPTED THROUGH MONDAY, JUNE 4, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Manages and coordinates the daily activities of the Purchasing function by performing the following duties personally or through subordinates.

Essential Functions:

- Manages and oversees the daily operations of the Purchasing function
- Develops and implements operational objectives.
- Standardizes and implements procurement policies and procedures.
- Works with Purchasing staff on procurement software replacement and upgrade projects.
- Makes recommendations to the Chief Financial Officer regarding policy pertaining to areas of responsibility.
- Manages bid preparation and procurement, price negotiation and maintenance contract administration.
- Administers RFP/RFQ process and represents the Commission throughout the selection process.
- Implements local, state, and federal procurement regulations and ethics.
- Performs price and contract negotiations for long-term contracts.
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports.
- Reviews purchase order claims and contracts for conformance to Commission policy.
- Plans, implements, and maintains EEO, female and minority-owned business procurement compliance procedures.
- Assists in equipment specification development.
- Develops and trains end-users through customer education programs.
- Performs related administrative duties including generating reports, maintaining records, budgeting, etc.
- Arranges for disposal of surplus property and materials.
- Coordinates, plans, reviews and evaluates work of assigned associates.
- Responsible for the administrative direction of specifications, standards, value analysis, life cost cycling, testing, inspection, and property utilization.
- Contracts with vendors for services and products as required.
- Responsible for the preparation, updating, enforcement and interpretation of the CWS Purchasing and Vendor Manuals.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

Additional Duties

- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Must be able to physically perform the required essential functions indicated above.
- Sedentary work exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Objects greater than 50 lbs require a two-person operation.
- Must possess the visual acuity to prepare data and statistics, work with finance processes, personal computers, read extensively, and do extensive research of financial and fiscal records.
- Ability to visually observe and comprehend computer/terminal screens, reports, and correspondence.
- Ability to use a laptop computer, personal computer with printer, calculator, and telephone.
- Ability to express or exchange ideas by means of the written and spoken word.
- Ability to receive detailed information through written and oral communication.
- Ability to reach and handle documents as required to perform the essential functions.

Education and/or Experience

- Bachelor's Degree in Accounting, Finance, or Business Administration five (5) years of purchasing, accounting or financial management experience with at least two years of supervisory experience; or a combination of education and experience in a purchasing related position to equal eleven (11) years.
- Thorough knowledge of purchasing methods and procedures, sources of supplies, and price trends.
- Ability to establish and maintain effective working relationship with vendors and company-wide staff.
- Thorough knowledge of accounting practices as applied to the purchasing function.
- Special training upon hire to include Leadership training.

Licenses, Certifications, Registrations

- Desire Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) credentials.

Training Needs:

- OSHA and departmental safety training as required.
- Skills based training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001:2015 standards for department and company.
- See Department Competency and Training Matrix for this position.

Potential Career Path:

ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT CHARLESTON WATER SYSTEM DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

- Assistant Director of Accounting
 - Director of Accounting
 - Director of Finance
 - Chief Financial Officer
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Computer Skills: Advanced

To perform this job successfully, an individual should have a **thorough knowledge** of Microsoft Windows, Outlook, Excel and Word or similar software, *i.e.* Mainframe System Program, Enterprise Resource Planning (ERP) software, CMMS, other specialized software.

Mathematical Skills: Advanced

Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations. Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc. Ability to calculate statistics, trends and make projections.

Supervisory Responsibilities: Full Line w/HR Responsibility

This job supervises assigned employees on a daily basis. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems; and reporting heightened problems or situations to management.

Safety Sensitive Position: No

Decision-making Authority: Complex (Exempt)

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Has a thorough knowledge of policies, procedures and past practices and makes non-routine decisions based on this knowledge. The decisions affect other divisions in the organization and/or the general public and impact the operations of the division and organization. Occasional decisions may be reviewed at a higher level.

Reasoning Ability: Advanced

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

Language Skills: Advanced

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, The Commissioners and the general public.

Environmental Sensitive Position: No

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.