



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Purchasing and Warehouse Manager
DEPARTMENT.....:	Finance
DIVISION.....:	Purchasing
CLASSIFICATION/GRADE.....:	Purchasing Manager/211
REVISED.....:	12/2021
REPORTS TO.....:	Chief Financial Officer
REVIEWED.....:	12/2021
WAGES.....:	Exempt (Salary)

SUMMARY:

Under the direct supervision of the Chief Finance Officer. Works in the full capacity to supervise and authorize the procurement of all personal property, materials, supplies, and services required by the Terrebonne Parish Consolidated Government for all departments, divisions, offices, and agencies in accordance with the applicable State Law, Council policy, and administrative requirements. Supervise all functions of purchasing directly, which include the operations of central warehouse storeroom, the complete process of all Public Bids, and the daily operations of all centralized purchasing buying and processing. The individual must be willing to work during emergencies and on a rotating call if needed.

BASIC FUNCTIONS:

1. Must attend all staff meetings called by Administration.
2. Supervise the Purchasing and Warehouse operation.
3. Plan, coordinate, prioritize, monitor, and participate in the purchasing of commonly used materials, supplies equipment and services by the Terrebonne Parish Consolidated Government.
4. Administer applicable contracts.
5. Approve purchase orders for completeness, accuracy and compliance with purchasing and budgetary policies and procedures.
6. Ensure effective inventory control and issuance of materials, equipment, and supplies.
7. Develop schedules and methods for performing assigned duties; maintain appropriate work records and documents which may include purchase orders, requisitions, purchase reports, proposals, and other documentation.
8. Prepare statistical and/or analytical reports on operations as necessary.
9. Develop, recommend, and implement procedures, objectives, policies and priorities for the Purchasing and Warehouse Division.
10. Responsible for procurement and inventory management services and activities; recommend and administer policies and procedures.
11. Plan, direct, and coordinate the work for assigned staff; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems; maintain proper audit trails for purchases.
12. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
13. Oversee purchasing activities, surplus sale/disposal, and vehicle registration functions.
14. Prepare and review specifications for bids and/or requests for proposals; conduct bid openings, conduct pre-bid and/or pre-proposal conferences, analyze bids and/or proposals and make recommendations for award; negotiate contracts and purchase agreements.
15. Review, analyze and resolve highly technical and complex public procurement problems.
16. Responsible in the supervision of assuring the disposal of any surplus (adjudicated and/or parish owned) properties for the parish government.

17. Work with and in conjunction with all any and all Parish Officials (Directors, Department Heads, Administration, Legal Staff, etc.) engineers, and vendors doing business with the parish government.
18. Oversee and authorize all functions of the parish central inventory warehouse located on site.
19. Coordinate and work in conjunction with Accounting Manager and Audit Firm to conduct the physical inventory required on annual basis.
20. Enforce all State and Local laws mandated in the procedure of public purchasing.
21. Responsible for the preparation, proposal, and implementation of the Purchasing and Warehouse divisions operation and maintenance budget.
22. Responsible for maintaining and updating the Purchasing Handbook as needed.
23. Supervise professional, technical, and clerical staff within the Purchasing and Warehouse division.

OTHER REQUIREMENTS:

1. Must have the ability to supervise and maintain a high level of production through the daily operations of any function required of the division.
2. Must work at an expected professional level to conduct proper business applications of the government.
3. Must have knowledge of the various grades and quantities of commodities purchased; the sources of supply and the trends.
4. Must be knowledgeable of marketplace trends and able to advise departments on marketplace conditions and trends relative to bids and the budget planning process.
5. Must be able to work with the established AS/400 Computer System.
6. Must have complete knowledge of all laws governing public purchasing.
7. Must have a valid LA driver's license.
8. Must be able to perform labor intensive work including lifting (up to 50 pounds)
9. Must be able to communicate effectively orally and in writing.
10. Must be able to handle multiple tasks, be detail oriented, remain calm under pressure, prioritize tasks for optimum efficiency/productivity and use good judgement in delegating work.
11. Must be willing to work in climatic conditions (heat, cold, rain, dust, noise).

EDUCATION/EXPERIENCE:

1. High School diploma or GED
2. College or Governmental Purchasing courses desirable
3. Five years of government purchasing, inventory control preferred.
4. Five years office administrative experience