



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government’s Purchasing Manager is responsible for overseeing all procurement functions for Terrebonne Parish Consolidated Government (TPCG), ensuring that the acquisition of goods, services, and equipment is conducted in accordance with applicable laws, policies, and procedures.

### JOB OVERVIEW

#### PAY TYPE

Exempt (Salaried)

#### SCHEDULE

Monday to Friday

#### LOCATION

301 Plant Road

#### REPORTS TO

Chief Financial Officer

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Indoors with occasional warehouse work including exposure to noise, heat, cold, and dust.  
Frequent interactions with members of the public.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver’s license

In this role, the incumbent will be required to provide strategic leadership and operational oversight of the Purchasing and Warehouse Division and serve as a liaison between internal departments, external vendors, and Administration.

The incumbent will be expected to maintain the highest standards of integrity, confidentiality, and efficiency, contributing to the effective delivery of public services and the overall enhancement of the parish's quality of life.

### JOB DUTIES

- Direct and manage the centralized procurement of materials, supplies, equipment, and services in compliance with state laws and parish regulations.
- Supervise and support Purchasing and Warehouse staff; assign responsibilities, establish priorities, and monitor performance to ensure operational goals are met.
- Review and approve purchase requisitions and purchase orders for completeness, accuracy, and compliance with budgetary constraints and procurement guidelines.
- Develop, implement, and maintain purchasing policies, procedures, and documentation to ensure consistency, transparency, and accountability.
- Collaborate with departmental leadership and staff to identify procurement needs, resolve issues, and support strategic purchasing initiatives.
- Provide guidance to vendors on registration procedures and TPCG procurement processes; respond to vendor inquiries both in-person and via telephone.
- Assist departments with the utilization of state contracts and internal systems, including AS400 and FAST.
- Prepare specifications, manage bid and proposal processes, and conduct pre-bid and pre-proposal conferences, if applicable; evaluate submissions and make award recommendations.
- Oversee surplus property disposal processes and ensure compliance with applicable laws and internal procedures.
- Maintain effective inventory control and material issuance protocols in coordination with warehouse personnel.
- Ensure all procurement and inventory activities are supported by appropriate documentation and audit trails.
- Coordinate the annual physical inventory process in collaboration with the Accounting Manager and external auditors.
- Prepare and submit the proposed annual operating budget for the Purchasing and Warehouse Divisions in accordance with Parish guidelines.
- Maintain the TPCG Purchasing Handbook and update policies as needed to reflect changes in law or best practices.

## JOB DUTIES CONTINUED

- Develop and issue Requests for Proposals (RFPs) for recurring annual services as needed, such as vegetation management and grass cutting.
- Enter open purchase orders related to grass cutting contracts into the Accounting System based on documentation prepared and submitted by the Solid Waste Division.
- Prepare and submit departmental payroll documentation to Payroll Clerk in accordance with established deadlines and procedures.
- Upload finalized items requiring Council approval to the Novus Agenda Management System upon receiving authorization from the Chief Financial Officer.
- Represent the Purchasing Division in internal meetings, interdepartmental coordination efforts, and special projects as assigned by Executive Management.
- Maintain confidentiality of sensitive information, including personnel, vendor, and financial records, in accordance with organizational policies.
- Conduct one-on-one performance and development meetings with all direct reports at a minimum on a quarterly basis.
- Complete all required annual training as mandated by Parish Administration, including compliance and professional development courses.
- Perform other duties as assigned by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to lead and manage professional, technical, and clerical personnel by fostering a collaborative and results-driven work environment, while ensuring alignment with organizational goals and policies.
- **Time Management:** Effectively manage multiple responsibilities, prioritize competing demands, and meet critical deadlines in a dynamic, high-volume work setting.
- **Analytical Skills:** Strong aptitude for analyzing complex data, identifying trends and risks, and applying sound judgment to make informed procurement and operational decisions.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to convey technical and policy information clearly and diplomatically to internal stakeholders, external vendors, and the public.
- **Organizational Skills:** High level of proficiency in maintaining accurate records, developing efficient workflows, and implementing procedures that enhance operational integrity and compliance.
- **Technical Skills:** Knowledgeable of state laws, council policies, administrative policies for all functions of purchasing (Public Bids, daily operations of all centralized purchasing buying and processing). Proficient with office software (e.g., Microsoft Word, Excel, AS/400), accounting software and online systems to process requisitions, maintain databases, and manage vendor and purchasing information.
- **Qualifications:**
  - High School Diploma or GED Certificate required.
  - Minimum of five (5) years of progressively responsible experience in government purchasing, procurement, or inventory management.

