


**JOB DESCRIPTION**  
**Purchasing/Risk Manager**

 <b>WESTERLY</b> Rhode Island	<b>DEPARTMENT</b>	Purchasing		
	<b>REPORTS TO</b>	Town Manager		
	<b>FLSA STATUS</b>	Exempt, Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general direction of the Town Manager, the Purchasing & Risk Manager is responsible for purchasing or overseeing purchases made by Town and School Departments. This position is also responsible for the legal and proper execution of central purchasing activities, including the procurement of supplies, materials, equipment, and services of desired grade and quality at prices most favorable to the Town and their issuance. This position is also responsible for obtaining general liability, auto and workers' compensation insurance. In addition, this position will coordinate with the insurance companies and the Solicitor to resolve 3<sup>rd</sup> party claims brought against the Town and or School.

**ESSENTIAL JOB FUNCTIONS**

- Ensures compliance with all applicable federal, state and Town procurement laws, ordinances, and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding purchasing and general liability activities and confers as appropriate regarding policies, programs, and activities.
- Enters and administers Purchase Orders and or Construction Contracts for the Town and School as allowed by law, regulations, policies and procedures and charter.
- Purchases supplies, services, construction, vehicles, equipment, insurance and other items required by the organization within the appropriation restrictions, policy and procedures.
- Develops, reviews, and implements the methods, policies, and procedures to be used for purchasing supplies, services, equipment and materials needed by the organization and documents such in the Purchasing Policy and Procedures Manual.
- Confers with staff to develop accurate and appropriate specifications for purchases; confers with vendors to obtain product, delivery and/or service information; coordinates all purchasing activities; and ensures proper procedure is followed.
- Oversees and manages all Public RFQ's/RFP's and Public bid openings.
- Assist in troubleshooting and resolving defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and takes corrective action.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Ensures proper disposal of major surplus materials, supplies and equipment.
- Assist as requested with inspections of buildings, playgrounds, kitchen facilities, health inspections, hazmat and hazardous waste issues.
- Maintains commercial insurance files, certificates of liability, and public official bonds and regularly monitors claims, main contact person for commercial insurance in terms of daily operations.
- Responsible for negotiating general liability insurance, auto and workers' compensation for the Town and School. Is main contact for public property and injury claims. (This does not include Employee's claims, which are handled by Human Resources.)

## **ADDITIONAL JOB FUNCTIONS**

- Performs vendor background checks when necessary.
- Provides updated content for the Purchasing and Risk Management Websites.
- Maintains professional memberships and continues training in organizations promoting continued education which includes attendance at related meetings, seminars, and conferences.
- Oversees safe working conditions and reported incidences which might conflict with the compliance of Town safety procedures and policies.
- Direct the schools Purchasing Coordinator position as required to ensure proper compliance to all purchasing activities.
- Maintain all current and historical purchasing files/records.
- Other duties and projects as assigned.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

### **KNOWLEDGE of:**

- Principle, practices, laws, regulations, and procedures of purchasing operations.
- Modern office practices and procedures and of standard office and accounting equipment and systems.
- Variety of financial systems such as MUNIS, SAP, PeopleSoft or Workday.
- Principles and practices of construction and finance.
- Approved principles and standard practices of centralized, budgetary and accrual accounting, collection and purchasing.
- Supplier, Contractor, and Consultant qualification evaluation.
- Insurance and Construction Bonding.
- Construction labor laws/Prevailing Wages.

### **SKILLS in:**

- Interpreting policies, contract language and applicable ordinance and labor laws.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors, contractors, and the public.

### **ABILITY to:**

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the General Public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Take leadership role in conducting meetings such as Prebid's, Public Bid openings, Scope Reviews, etc.
- When expending funds, proceed in the best interest of the Towns Taxpayers.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise, and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Utilize conflict resolution and negotiation skills.
- Develop solid construction/service contracts to protect the Town and School from extra charges.
- Dispatch all duties with the highest integrity and ethical standards.

- Work hours beyond the regularly scheduled work week to attend various commission, board, and council meetings.

## **MINIMUM POSITION REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Construction, Business, Finance, or closely related field.
- Minimum of five (5) years of professional experience leading a purchasing program for a medium to large organization to include negotiation with vendors, RFPs and RFQs.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

### **LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Possession of Certified Professional in Supply Management (CPSM) from the Institute for Supply Management.
- Certified Purchasing Professional (CPP) from the American Purchasing Society or a similar certification is highly preferred.

## **ENVIRONMENTAL AND PHYSICAL DEMANDS**

### **ENVIRONMENTAL DEMANDS *including:***

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

### **PHYSICAL DEMANDS *including:***

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

*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.*