

TEXAS MUNICIPAL POWER AGENCY EXEMPT VACANCY NOTIFICATION

(Qualified employees interested in applying for this position should contact the Human Resources Department.)

Posting Dates: 8/17/2010-until filled

Position Title: Procurement Manager

Position Code: 342

Reports To: General Manager

Salary: Min 1/3 Mid 2/3 Max

69.3 81.9 88.0 94.1 106.1

Date: August 13, 2010

Job Summary

- This position is accountable for developing, implementing and managing procedures, methods and systems that will assure overall efficient operation of the Materials Management functions of the Agency. The Materials Management Program involves the acquisition, receipt, storage, issue, distribution and disposition of materials, equipment, and selected services needed for the operation of the Agency including associated accounting information. This position directs annual purchases in excess of \$40 million dollars. The incumbent supervises three (3) non-exempt and two (2) exempt employees.

Essential Job Functions

- Responsible for the performance of purchasing and warehouse operations. Participates with user groups in the selection of vendors, standardization's and interchangeability for cost reduction and optimum supply and availability.
- Participates in negotiations of purchase orders, blanket orders and formalized agreements to arrive at the terms and conditions for the best interest of the Agency.
- Insures that purchasing and procurement schedules meet the Agency's requirements and that purchased items and services are delivered on time to meet operational needs.
- Instructs and trains new professional purchasing employees on Department/Agency policies and procedures. Directs supervision, trains and develops skills of assigned personnel.
- Insures that proper documentation is made of all related transactions and that such documentation meets requirements of governmental regulatory bodies as well as internal and external audit requirements.
- Keeps abreast of economic conditions and technological developments so that the most effective procedures are employed, purchase costs are kept in line and management is kept informed.
- Plans and develops a departmental structure that will provide for maximum use of subordinate capabilities.

Nature & Scope

- The control of Agency procurement and warehouse activities are under the direction of the incumbent. This control is accomplished by performing the procurement function and expediting materials to assure their timely arrival. Incumbent insures efficient and accurate processing of all procurement related documents generated for the purpose of making purchases and controlling transportation activities.
- Incumbent is responsible for establishing Agency and departmental policies and procedures to insure standardization in conduct of business and ethical treatment for all concerned parties and endeavors to establish business agreements in a manner consistent with ethical, prudent and efficient practices in the best interest of the Agency.
- The incumbent is responsible for determining the propriety of the decisions of all subordinates on their purchasing actions. Incumbent periodically reviews the decisions and actions of the subordinate purchasing agents and takes corrective action where necessary.
- Incumbent is responsible for determining, in coordination with others, the type of purchasing procedure to be used in obtaining goods and services for the Agency. This includes training and guidelines for determination as to whether a contract is necessary, whether a blanket purchase order can be used or whether a normal purchase order should be placed.
- Incumbent serves as liaison between Agency and vendors to insure that the most suitable purchasing arrangements are made and documented in a professional, concise and legal manner.

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Incumbent strives to improve lines of communication between Agency representatives and vendors so that free flow of information is established to facilitate efficient work and operation. Procurement is coordinated so that problems involving quality, quantity, delivery, damaged material, and invoicing and labor rates can be solved in a satisfactory and expeditious manner. Incumbent attends meetings as needed to insure the Agency's interest is served in commercial matters.

- Secures information of a business or technical nature from vendors or other sources and transmits to user groups on request. Incumbent serves as focal point in communication and as the contact between vendors and Agency to coordinate the resolution of problems, which arise in the conduct of business.
- Incumbent stays abreast of current market trends, deliveries, technological changes that could affect purchase prices and overall state of business, which could influence contracts and purchases. Incumbent seeks to insure that Agency, community and vendor relationships are maintained on a courteous, impartial, objective and ethical level.
- The Incumbent reviews on a continuing basis the workload for the Warehouse/Purchasing Departments and makes reassignments as required.
- The incumbent is responsible for the selection, training and disciplinary action for all personnel assigned to the department. Incumbent is responsible for the training and the career development of those personnel assigned. This position is responsible for guiding the activities of the department and coordinating their actions with other departments within the Agency.
- Internally, the incumbent interfaces with all departments within the Agency; externally with vendors and contractors, locating and purchasing products and services wisely and competitively.
- This position requires a general knowledge in contract law and procedures as well as a high degree of proficiency in commodity procurement. The evaluation of bids requires an understanding of manufacturing methods and techniques, material specifications, construction methods, operating and maintenance procedures, safety and environmental regulations, liability laws and governmental requirements. Incumbent must be knowledgeable of the availability, qualifications, economic condition and record of numerous vendors and consultants.
- Position calls for a high degree of patience, knowledge of a wide range of vendors and consultants, understanding of standards required in a variety of purchasable commodities and knowledge of Agency departmental functions so that the proper materials and services can be obtained expeditiously and economically.
- Incumbent has responsibility for directing the investment recovery program from salvage material. The objective is to recover as much of the Agency's investment as possible for equipment and material, which is no longer in use or must be disposed of for other reasons. Equipment and material that is repaired and returned to stock, sold for intended purposes or sold for scrap.
- Incumbent will develop programs for collecting and presenting management information necessary for conducting company business. Incumbent allocates and controls departmental resources and administers personnel matters within the department.
- The workload in this position is very heavy, and consists of administering communications, written and verbal, telephone calls and personal contacts. Attention to detail and the ability to handle many activities simultaneously are necessary. Good communication skills are essential.

This position's principal challenges are:

- To execute timely purchases to meet TMPA's needs at the total lowest cost consistent with the desired quality and the delivery schedule allowed.
- Lead in negotiations of contracts, agreements, professional services agreements and purchase orders, establishing terms and conditions to best protect the Agency against cost, schedule and legal risks.
- To participate in revising and initiating procedures, techniques, forms, systems, reports and standards of the Purchasing Department.
- Incumbent stays abreast of current market trends, deliveries, technological changes that could affect purchase prices, and overall state of business, which could influence contracts and purchases. Incumbent seeks to insure that Agency and vendor relationships are maintained on a courteous, impartial, objective and ethical level.

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Required Education, Degrees, Experience, Knowledge and Skills:

- A degree in Business or related field is required. Certified Purchasing Managers Certification preferred. Requires a broad administrative background, previous purchasing experience and familiarity with the Uniform Commercial Code is required.
- At least five (5) years supervisory experience is preferred.
- At least ten (10) year's experience with procurement and contract administration, preference for industrial or municipal.
- Proficient Computer Skills
- Experience in the use of Computerized Maintenance Management Systems (preferably MAXIMO)
- Candidates should have a strong work ethic, the ability to work as part of a team, good communication and organizational skills.
- A Texas Driver's License.

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**PHYSICAL REQUIREMENTS OF THE
Procurement Manager Position**

Does This Person:	Frequency	Not Done
Drive a vehicle	1	
Climb stairs	1	
Climb ladders		X
Wear respiratory equipment		
Become exposed to climate changes		X
Work with hand tools		X
Lift over 30 pounds		X
Carry over 30 pounds more than 20 feet		X
Do strenuous labor (pushing, pulling, digging)		X
Work more than 8 hours in anyone day	1	
Work alone		X
Work in confined spaces		X
Work in high places		X
Work with/around solvents		X
Work in areas with hazardous footing		X
Work with/around temperature extremes		X
Work with/around hazardous chemicals		X
Have to distinguish colors	3	

Frequency	
1	Monthly – Less than 4 times a month
2	Weekly – Less than 7 times a week
3	Daily – Less than 24 times a day
4	Hourly