



Purchasing Manager (Manager, Purchasing #1098) – closes 2/28/23

Department: Department of Purchasing

Anticipated Work Schedule: Monday through Friday, 8:30 AM - 4:30 PM

Reports To: Director

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: N/A

Classified or Unclassified: Classified

FLSA: Exempt

IMPORTANT: To be considered for this position, you must apply on the Cuyahoga County website at <https://www.cuyahogacounty.us/human-resources>

Tuition Reimbursement!

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

Benefits:

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. This position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

Summary

The purpose of this classification is to manage and supervise the operations, process, and personnel of the Department of Purchasing in accordance with County Code requirements. This is a management classification with responsibility for planning, directing, and managing the County Department of Purchasing (DoP) under general direction. This class requires the solution of operational, technical, administrative, and management problems related to purchasing. The employee is expected meet, consult, and collaborate with the Director, DoP and other department directors/management to discuss plans, projects, and objectives, and to present solutions to identified concerns. The incumbent exercises discretion in applying

policies and procedures to resolve organizational issues and to ensure that assigned activities are completed in a timely and efficient manner.

Essential Job Functions

Manages the operations of the County's purchasing division; reviews all purchase awards for compliance with statutory policy and procedures requirements prior to the award process; approves purchase orders; authorizes payment vouchers; approves purchases in County database and purchasing software systems; creates purchase reports; reviews all requisitions prior to being assigned to buyers; monitors and tracks procurement activities; solves purchasing related problems, questions, and concerns with departments, vendors, and manufacturers; ensures that department staff are processing the procurement of goods and services in compliance with governmental rules and regulations; keeps apprised of the purchasing marketplace and any applicable laws that affect government purchasing; creates and updates purchasing procedures and documentation in line with current County environment and government laws.

Supervises and directs the work of Purchasing Agents and other assigned staff; directs staff to ensure work completion and maintenance of standards; plans, assigns, and reviews work; coordinates and/or provides training and instruction; evaluates employee performance; responds to employee questions, concerns, and problems; approves employee timesheets and leave requests; prepares and reviews documents related to timesheets, requests for leave, and overtime; develops and monitors unit work plans and work performance standards; monitors and provides for employee training needs; meets with employees individually and as a unit; recommends personnel actions including selection, promotion, transfer, discipline, or discharge

Provides assistance and training to buyers, staff, and County departments on software issues, vendor complaints, and purchasing process; creates training videos; trains and instructs departments and new hires on the software system, purchasing process, and policies and procedures.

Administrates and maintains procurement database software; approves paths and document uploads; administrates Buyer and Requestor roles in database software; processes purchasing department help desk tickets; establishes approval paths for purchases; researches and resolves technical issues with purchasing module of software system; completes necessary testing of software system.

Processes public records requests related for the Department of Purchasing; processes department memberships in professional organizations; serves as a backup to the Director in his/her absence; plans, coordinates, and attends meetings with public officials, contractors, vendors, staff, department heads, and unions.

Minimum Requirements

Bachelor's degree in business administration, public administration, or a related field with six (6) years of related experience including two (2) years of supervisory experience; or any equivalent combination of education, training, and experience.

Application Process

Apply at <https://www.cuyahogacounty.us/human-resources>. This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.