

FINANCIAL SYSTEMS & PROCUREMENT MANAGER

DEFINITION

Occupants of this classification are in the unclassified service. Under administrative direction from the Chief Financial Officer, this management position is responsible for managing the city-wide procurement program for the purchase of equipment, goods, supplies and services in accordance with established policies and procedures, maintenance of city inventories, and manage the support for finance related technology systems between Finance and various departments throughout the City.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Chief Financial Officer or designee. Responsibilities may include supervision of professional, technical and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Evaluates procurement program activities and related policies and procedures. Develops, recommends, and implements improvements to municipal purchasing policies.
2. Establishes a standardized requisition and procurement system so that equipment, goods, supplies and services will become available as needed in the required quantity and quality.
3. Directs the purchase of all requisitioned equipment, goods and supplies at the lowest price and in the most favorable terms consistent with the requirements of quality, quantity, delivery, vendor service, and City policy.
4. Authorizes and exercises control over the direct purchase of materials by operating departments where it is in the best interest of the City to do so.
5. Establishes and maintains inventory control procedures for equipment, goods and supplies to assure that inventories are kept at the most economical levels. Assures that equipment, goods and supplies are of a quality suitable for their intended use, are able to perform as required, and are as durable as necessary.
6. Manages the city-wide request for proposal process in coordination with other city departments.
7. Arranges for the auction, disposal, exchange or sale of surplus city property.
8. Manages staff responsible for financial systems projects, the selection, creation and/or implementation of financial software packages or internally developed systems.
9. Stays current on essential knowledge and practices by obtaining necessary training, and subsequently providing the latest training and assistance to staff on use of financial software applications as appropriate.
10. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct

deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.

11. Participates in the development and implementation of the financial goals of the City; manages objectives, policies, and priorities for assigned programs towards those goals; recommends and administers policies and procedures
12. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.
13. Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Modern principles and practices of purchasing, administration, budget, and personnel management including performance measures.
- Federal, state, and municipal purchasing laws and procedures.
- Types of supplies, materials, and equipment commonly used by municipal operations.
- Inventory control procedures.
- Applications and principles of automated budget and procurement systems.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Budget and cost accounting procedures and practices.
- Budgetary processes and systems.
- Governmental accounting principles and financial systems.
- Complex financial reports and analysis.
- Supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Skill and Ability to:

- Analyze, interpret, and explain policies and procedures.
- Select, supervise, train and evaluate staff.
- Establish and maintain an effective working relationship with employees and the public.
- Analyze and prepare clear, concise, complete and accurate schedules and reports.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Effectively analyze citywide financial business system requirements, and coordinate/integrate technology solutions.
- Understand and use Enterprise Resource Planning (ERP) tools for managing systems configurations and security.
- Utilize various software programs to analyze and maintain large amounts of data and create complex reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner.
- Exercise independent judgment in administering ordinances, policies, and regulations.
- Participate as an active member of the financial “team”.
- Work effectively within strict deadlines
- Communicate clearly and concisely, both verbally and in writing.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver’s license is required. A professional designation in Purchasing and Materials Management is desirable.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor’s degree from an accredited college or university in business or public administration or a related field and five (5) years of recent, paid professional management and/or procurement experience and a minimum of two (2) years supervisory experience is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to use personal vehicle in the course of employment.