AGENDA ITEM HISTORY SHEET

ITEM TITLE	**AGENDA NO.** 10 & 11
Resolution to Adopt New Position Description and Pay Scale for Purchasing Manager	**AGENDA DATE:** 6/25/2024

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

The Purchasing Manager position was first brought to Council in the 2022 Budget Book. We did not fill the position during 2022 as Finance was focused on the GL Conversion. We then suspended the position to reduce budget shortfalls in the 2023 budget. It was brought back in April of 2024 as a replacement of the Finance Coordinator II Position with the understanding

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Currently proposed as budget neutral through combinations with the Community Development and Engineering departments. The Finance department will revamp and redistribute a lot of Finance work currently done by the Finance Coordinator II position ie. Daily bank recons, positive pay back ups, etc.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve

RESOLUTION NO. 2024 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR A PURCHASING MANAGER

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Purchasing Manager.

Section 2. The salary range for the Purchasing Manager position shall fall within the range suggested by the most recently adopted JESAP study. The current JESAP study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$56,611	$70,763	$84,916

PASSED AND APPROVED this _____day of _____, 2024.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

2024 City of Bryant
Purchasing Manager
Job Description

Exempt:	No
Department:	Finance
Reports To:	Director of Finance
Location:	City Hall
Date Prepared:	May 06, 2022
Date Revised:	June 18, 2024
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Purchasing Manager must act as an interdepartmental support staff to all Department Directors and their designated purchasing representatives in order to provide aid in purchasing acquisitions exceeding $5,000 in accordance with the City's Purchasing Policy and related laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend all and ensure that Bid Openings are uniformly conducted for all departments. Record, track, and maintain all resulting related correspondence including signed Rating sheets, Notice of Awards and Notice to Proceed documentation. This duty is performed weekly, about 7% of the time.

2. Issue, confirm and maintain copies of advertisements of bids if required by the policy. This duty is performed weekly, about 7% of the time.

3. Ability to compile and revise both Engineering Joint Contract Document Committee (EJCDC) documents as well as American Institute of Architects (AIA) documents for solicitation of contracted services. This duty is performed weekly, about 7% of the time.

4. Responsible for engaging in the appropriate research to develop accurate and fair performance specifications, with support from the appropriate departmental staff. This duty is performed monthly, about 7% of the time.

5. Ensures all contracts are signed by the Mayor or his proxy, approved by Legal, and stored/scanned (signed copy only) for the Auditors review on the shared drive in order of completion. This duty is performed monthly, about 7% of the time.

6. Reviews city budget documents (Book and Adjustments) and attends City Council meetings to maintain knowledge of city projects and purchases to ensure compliance with City policy and state and federal laws. This duty is performed monthly, about 7% of the time.

7. Review and manage incoming purchase requisitions for compliance with City policy and laws. This duty is performed daily, about 7% of the time.

8. Issue multi department purchase orders in accordance with regulations. This duty is performed as needed, about 7% of the time.

9. Research cooperative contract costs to determine prequalified bid for materials, equipment and services (E.G. Sourcewell, State contract, TIPS/TAPS). This duty is performed as needed, about 7% of the time.

10. Communicates with vendors regarding purchasing through the city and follows up with questions on quotes/bids as needed. This duty is performed as needed, about 7% of the time.

11. Ability to evaluate vendor/contractor post-project performance. This duty is performed as needed, about 7% of the time.

12. Ability to negotiate contract terms and payment requirements. This duty is performed as needed, about 7% of the time.

13. Ability to process reimbursement documentation on applicable projects. This duty is performed as needed, about 7% of the time.

14. Responsible for a variety of finance specific tasks to include escheating, 1099's and sales tax.

15. Assists the Director of Finance with both the annual auditing and budgeting processes for the city.

16. Performs other related duties as assigned by the Director of Finance or the Mayor.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 3 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Bachelors degrees in Accounting, Public Service Administration, or similar.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Certified Purchasing Professional (CPP)

Certified Professional Purchasing Manager (CPPM)

SOFTWARE SKILLS REQUIRED
Advanced: Spreadsheet
Intermediate: Accounting, Alphanumeric Data Entry, Database, Payroll Systems, Word Processing/Typing
Basic: 10-Key, Presentation/PowerPoint

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND
Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING
Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron

property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from $1,000,000 to $10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Large. Job creates a monetary impact for the organization from $10mm to $50mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration. The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is frequently required to sit, talk or hear, taste or smell; occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Must have experience in equipment, material, and service procurement