

## **Purchasing Manager**

The San Jacinto River Authority is accepting applications for a Purchasing Manager to develop, implement, and maintain a consistent organization-wide purchasing and procurement process that is compliant with all applicable Texas laws and regulations, as well as Authority Policy. Applicants must have a Bachelor's degree or equivalent from an accredited institution and five years of experience as a buyer, purchasing agent, or purchasing manager, or an equivalent combination of education and experience. Knowledge of purchasing laws governing the operation of Texas government entities and practical working knowledge of purchasing and/or accounting software and Microsoft Office Suite are required. Experience in developing and implementing purchasing policies and procedures is highly preferred. Familiarity with Microsoft Dynamics GP enterprise resource planning (ERP) software, or similar mid-range ERP software is a plus. Professional purchasing certification through the National Institute of Governmental Purchasing or Institute of Supply Management is preferred. This job requires attention to detail, good interpersonal skills including excellent written and verbal communication skills, teamwork and the pursuit of excellence. To apply, please send a resume and a transmittal letter with salary requirements to Attention: Human Resources, Purchasing Manager Position, P. O. Box 329, Conroe, TX 77305 or email the same to [HR@sjra.net](mailto:HR@sjra.net).

### **San Jacinto River Authority Job Description**

**Job Title:** Purchasing Manager  
**Division:** General Administrative  
**Department:** Purchasing  
**Reports To:** Deputy General Manager, Administration  
**FLSA Status:** Exempt  
**Prepared By:** Jace Houston  
**Prepared Date:** 01/07/2010  
**Approved By:**  
**Approved Date:**

**Summary** Develop, implement, and maintain a consistent organization-wide purchasing and procurement process that is compliant with all applicable Texas laws and regulations, as well as Authority Policy.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assure the efficient and accurate movement of purchasing activities within SJRA by directing the overall day-to-day operations for procurement of goods and services.

Make recommendations to modify existing purchasing policies to maintain compliance with applicable state law and prepare appropriate documentation for review and approval by SJRA Management and Board.

Recommend changes to current purchasing procedures to ensure effective and efficient delivery of

services to all areas of the Authority.

Select, train, and arrange for training of appropriate SJRA staff in each division and in the General and Administrative Office in applicable procurement policies and procedures and in the use of any procurement software deployed for use.

Work with SJRA Management and division supervisory staff to develop professional, ethical, and effective buying practices.

Maintain time flow of procurement-related information to and from SJRA G&A office and to and from each division.

Develop and maintain good communications between the Purchasing Department and Divisions.

Stay informed of new techniques, products, and ideas that would allow improvement in purchasing operations.

Maintain current and accurate knowledge regarding the legal, ethical, and political environment affecting state and local purchasing.

Regularly review and identify to management, both centrally and in each division, training and other requirements for purchasing personnel needed in order to comply with state law, Authority policy, and the workload of the Authority.

Develop recommendations and strategies for using annual supply agreements for goods and services purchased on multiple occasions throughout the fiscal year by the SJRA and its divisions.

Develop appropriate agreements and other documentation for individual purchases for specific goods and services (other than Professional Services) purchased by the SJRA and its divisions. Research and recommend appropriate requisition process, including procedures for obtaining specifications, criteria, and other information for each good or service from the appropriate division personnel. Develop terms and conditions for agreements and prepare solicitations.

Research, make recommendations, implement, and monitor a purchasing card program.

Advise SJRA Management and appropriate division personnel regarding available purchasing cooperatives and their applicability/appropriateness for use by SJRA. Complete all documentation required for registration with purchasing cooperatives.

Develop agreements for Professional Services required by the SJRA and its divisions, and establish and monitor appropriate selection and contracting procedures in compliance with all applicable state laws.

Develop agreements for purchases of goods and services for special and/or emergency conditions/events as required by SJRA and its divisions.

Develop agreements for construction services required by the SJRA and its divisions, and establish and monitor appropriate procedures for selection and contracting, including obtaining front end documents, technical specifications, drawings, and other applicable documents from appropriate division personnel.

Develop agreements for purchases of real property, easements, right-of-ways and other property-related items.

## **Supervisory Responsibilities**

This position will have direct supervisory responsibilities as the purchasing program is developed over time. The Purchasing Manager will be expected to make recommendations regarding appropriate staffing levels, skill sets, and the distribution of staff between the G& A office and the various divisions.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

**Cost Consciousness** - Works within approved budget; Conserves organizational resources.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree or equivalent from an accredited institution and five years of experience as a buyer, purchasing agent, or purchasing manager, or an equivalent combination of education and experience. Knowledge of purchasing laws governing the operation of Texas government entities is required. Experience in developing and implementing purchasing policies and procedures is highly preferred.

### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract

and concrete variables.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Purchasing and/or Accounting software and Microsoft Office Suite, including Microsoft Word, Excel, Outlook, Access, and PowerPoint. Knowledge of Microsoft Dynamics GP enterprise resource planning (ERP) software, or similar mid-range ERP software, is a plus.

### **Certificates, Licenses, Registrations**

Current driver's license

Professional purchasing certification through the National Institute of Governmental Purchasing or Institute of Supply Management is preferred.

### **Other Skills and Abilities**

### **Other Qualifications**

Excellent communication and interpersonal skills is required.

**Physical Demands** 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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

While performing the duties of this Job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually moderate.