

State College Borough

Purchasing & Risk Management Director

Job Description



REPORTS TO: Assistant Borough Manager
ROLE & LEVEL: P5

DEPARTMENT: Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Purchasing & Risk Manager is responsible ensuring that all department activities are conducted in accordance with the Borough's Purchasing Ordinance, Policies, and Guidelines, and with the Borough's Risk Management Plan. Maintains and implements the Borough's Risk Management Plan, including claims processing, procurement of the various insurance policies of the Borough, and participation in the Safety and Wellness Committees of the Borough. Work is performed under nominal direction with considerable latitude in the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Purchases supplies, equipment, and services by preparing specifications, requests for quotations, and advertising for bids; decides on costs/benefits of each purchase; prepares and conducts on-line auctions of obsolete, abandoned, and surplus property and equipment
- Reviews and approves invoices for supplies and services and assigns a budget account number to each invoice
- Files new auto, general liability, and workers' compensation claims; maintains contact with claimants and insurance companies as claims are processed, filing necessary paperwork and answering questions
- Maintains all Borough insurance policies; reviews annually for completeness and correctness; maintains the Borough's Risk Management Plan
- Serves on various Borough Committees and performs work for each; completes safety inspections at various Borough facilities; arranges for employee health and wellness programs and activities; attends monthly meetings; prepares reports and material for meetings
- Maintains vendor and bidder's lists, women's and minority business enterprise (WBE/MBE) lists, inventory of office supplies, fuel, vehicle repair parts, and street name and traffic signs using appropriate computer software system
- Prepares correspondence, reports, and recommendations on various Purchasing and Risk Management issues

State College Borough

Purchasing & Risk Management Director

Job Description



- Maintains various spreadsheets for insurance claims, damages to Borough property, insurance cost distributions, etc.

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of professional public purchasing practices and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel, and PowerPoint) and enterprise resource planning (ERP) software
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze bid information and prepare reports and recommendations based on the analysis.
- Ability to communicate effectively with and advise the public concerning areas of purchasing and risk management.
- Ability to make decisions and enforce the provisions of the purchasing ordinance and risk management plan with tact and diplomacy.
- Ability to foster collaboration in a complex organizational environment
- Ability to communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:

Bachelor's degree in purchasing, finance, risk management, logistics or related field; supplemented by seven or more years' related experience; or an equivalent combination of education, certification, training, and/or experience.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Certified Public Purchasing Official (CPPO)

**State College Borough
Purchasing & Risk Management Director
Job Description**



PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

**State College Borough
Purchasing & Risk Management Director
Job Description**



The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date