



Cow Creek Government Office

Procurement & Purchasing Manager

Job Code: 1638
Department: Finance
Location: Roseburg, OR
Minimum Salary: \$73,329.11

POSITION PURPOSE:

Responsible for procurement and purchasing activities for the Cow Creek Government Office (CCGO). The Procurement & Purchasing Manager acts as the primary point of contact between suppliers and Government Office employees. Responsible for the procurement of goods and services, managing supply chains necessary for operations. They will also be responsible for managing (editing and revising, as needed) the Cow Creek Government Office Procurement Policy, its implementation, and the training of staff. Other duties include ensuring Tribal, State, and Federal contractual/statutory obligations are met. Participation, and/or management of Requests for Proposals (RFPs) or other competitive bidding methods, while crafting a contextual narrative on bid selection.

ESSENTIAL FUNCTIONS:

- Coordinates CCGO purchasing, receiving and storage of supplies.
- Ensures that all departments follow proper purchasing and requisitions guidelines as set forth in the Cow Creek Procurement Policy.
- Adheres to federal funding procurement requirements (2CFR 200) as applicable.
- Research suppliers and costs for all departmental needs.
- Negotiates contracts and agreements beneficial and cost effective for the CCGO.
- Forwards order requests to CFO with recommendations for processing, purchasing, and bidding of goods and/or services for the property.
- Provides approval of payment relating to purchase orders.
- Create and implement regional procurement strategies that are innovative, cost-effective, and incorporate the growing complexities and challenges within industry.
- Compare proposals for price and specifications.
- Negotiate with vendors to reduce costs.
- Review contract specifications on behalf of the company
- Communicate with vendors to ensure that the product arrives in a timely fashion.

- Build and maintain long-term relationships with critical suppliers.
- Track the shipment, inventory, and supply of materials.
- Lead transformational activities to build procurement organizational capabilities and improve procurement efficiency.
- Prepare daily, weekly, and monthly procurement reports.
- Write, revise, manage and enforce Cow Creek Procurement Policy

QUALIFICATIONS:

- BS Degree in Supply Chain Management, logistics, business administration, or relevant field.
- 2 years' previous working experience as a Procurement & Purchasing Manager.
- Preference for certification, or ability to obtain certification.
- In-depth knowledge of contracts, invoicing, and negotiation terms.
- Excellent communication, interpersonal and leadership skills.
- Problem solver with a strong analytical mindset.
- Outstanding organizational and time management skills.
- Excellent customer service skills.
- Excellent organizational, verbal, interpersonal, and customer relations skills.
- Advanced computer skills in Microsoft Word, Excel, and Outlook.
- Analytical/mathematics skills essential.
- Able to read and comprehend written instructions.
- Ability to handle multiple priorities and tasks at once.
- Current and valid Oregon Driver's License.

Cow Creek Government Office
Position: Procurement & Purchasing Manager
Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

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1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Continuous**
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2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?)
Occasional
-
3. **WALKING** - (Percent of time or hours per day? Surface? Distance?) **Occasional**
-
4. **POSITIONS** - (Can worker change positions frequently? Occasionally?) **Occasional**
-
5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Intermittent**
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6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Intermittent**
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7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Intermittent**
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8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Intermittent**
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9. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Intermittent**
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8. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent**
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11. **CRAWLING** - (Surface? Frequency? Distance?) **Intermittent**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or outside identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, and communicable disease, etc.)

| | | |
|-------------------------------------|-----------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work | = Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally |
| <input type="checkbox"/> | Light Work | = Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently |
| <input type="checkbox"/> | Medium Work | = Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| <input type="checkbox"/> | Heavy Work | = Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| <input type="checkbox"/> | Very Heavy Work | = Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently |

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE _____ **DATE** _____

SUPERVISOR _____ **DATE** _____

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.