

**Northwest Municipal Conference
Position Description
Program Manager for Purchasing**

Scope

Directs and manages the daily procurement activities of the Suburban Purchasing Cooperative's (SPC) joint purchasing programs, operated by the Northwest Municipal Conference. Negotiates with vendors to obtain optimum quality, cost, terms, etc. Performs outreach activities to communicate and promote the programs of the SPC. Also, supervises the NWMC surplus vehicle and equipment auctions. Performs other duties as assigned by the Executive Director and Deputy Director.

Nature of Responsibilities

The Program Manager for Purchasing performs the following types of duties:

- Interpret and explain policies and procedures related to purchasing activities.
- Represent the Suburban Purchasing Cooperative in negotiating and formulating policies with vendors.
- Meet with vendors and/or sales representatives to discuss current or new availability of products, prices and delivery information.
- Provide research and analyze current and future business conditions to determine needs for supplies/materials/equipment and vehicles.
- Monitor and/or write joint purchasing contracts, cost schedules and scope of assigned contracts to ensure quality and value.
- Review, evaluate and approve specifications for issuing and awarding bids.
- Generate bid tabulations for comparison purposes and submit bid tabs and recommendations to the SPC Technical Committee and Governing Board.
- Supervise and participate in the development of bid specifications, boilerplate, insurance and liability review, open and publicly read bids, examine bids and make award recommendations.
- Ensure quality and value of contract to the NWMC and SPC (i.e., price, quality, service support, availability, reliability, selection, etc.).
- Trouble shoot problems and identify new supply sources when vendors and suppliers are found to be inadequate.
- Maintain records, generate quarterly administrative fee reports and perform other clerical, filing, and miscellaneous duties as assigned.
- Serve as liaison for the SPC Technical Review Committee and SPC Governing Board.
- Review SPC programs and prepare reports regarding market conditions and/or cost/benefit analysis.

- Review contracts for conformance to SPC and organizational policies and procedures.
- Supervise surplus vehicle and equipment auctions.

Knowledge, Skills and Abilities

Knowledge of purchasing methods and procedures, terminology related to procurement, shipment, delivery of items, bid procedures, Requests for Information (RFI's) and Requests for Proposals (RFP's). Ability to analyze purchasing documentation effectively, clearly express information both verbally and in written form to individuals or groups, taking into account the audience and nature of the information, demonstrate responsible behavior and attention to detail and be able to display a high standard of ethical conduct. Candidates shall also be able to adhere to deadlines, multi-task and demonstrate superlative organizational skills.

Qualifications

- Experience in governmental or commercial purchasing, including supervisory responsibility, which demonstrates possession of the required knowledge and abilities.
- Experience with a public sector agency is desirable.
- Bachelor's degree required from an accredited college or university with major study in purchasing, business administration, public administration, marketing or a related field. Master's degree preferred.
- Certification by a nationally recognized purchasing organization such as the National Institute of Governmental Purchasing (NIGP) or National Association of Purchasing Managers (NAPM) preferred.

Position Announcement

The Northwest Municipal Conference is seeking qualified candidates for the position of Program Manager for Purchasing. Applicants must supply a cover letter and full resume including their education and relevant experience, and the names and contact information of three references who have knowledge of their professional qualifications for this position. Starting salary range is \$50,000 to \$58,000, depending on experience. Please remit to the attention of Larry Widmer, NWMC Deputy Director, 1616 East Golf Road, Des Plaines, IL 60016 or email to LWidmer@NWMC-cog.org. Position open until filled. EOE/RC