

Introduced by: Mayor
Date: 04/06/99
Action: Adopted as Amended
Vote: 8 Yes, 1 No

**KENAI PENINSULA BOROUGH
RESOLUTION 99-026**

**A RESOLUTION ESTABLISHING A PURCHASING
AND MATERIALS MANAGER POSITION**

WHEREAS, increased coordination and review of the borough's competitive purchasing process is desirable to attain the best value for our expenditures and to insure fairness to vendors and service providers; and

WHEREAS, increased oversight and hands-on management of the high volume materials procurement, storage and distribution functions of the maintenance department is also desirable; and

WHEREAS, the September 19, 1998, management letter received from Mikunda, Cottrell & Co., recommended additional internal controls over the maintenance department's physical inventory, as well as instituting managerial controls over inventory levels and purchases; and

WHEREAS, a professional purchasing and materials manager would provide these services;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That a purchasing and materials manager position in the finance department with an annualized maximum salary of \$50,000, along with the attached job description, is approved.

SECTION 2. That the costs associated with the position shall be allocated equally between the finance and maintenance departments.

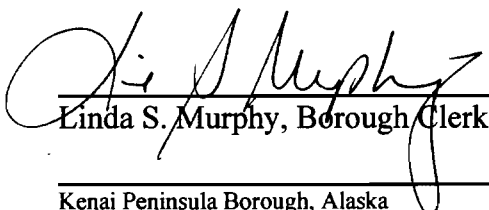
SECTION 3. That this resolution shall take effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF APRIL, 1999.

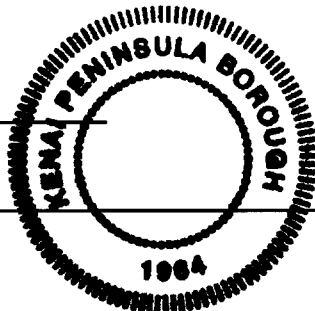


Ronald Wm. Drathman, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk



Position Description: Purchasing and Materials Manager

Service Type: Administrative

Definition: Under the general direction and supervision of the finance director, or designee, the purchasing and materials manager is responsible for coordination and management of the borough-wide purchasing program, including the maintenance department's materials management operation. Functions as the borough purchasing officer upon designation. Supervises assigned employees.

Minimum Qualifications: A bachelor's degree in business administration or related field. Minimum of five years progressively responsible purchasing and warehousing experience with a government agency or large business of which three years were at a supervisory or managerial level. Must have experience with computerized procurement and perpetual inventory systems, including the design and interpretation of management reports; knowledge and experience with the use of contemporary procurement, delivery and warehousing methods as used by government and large business organizations; and demonstrated ability to communicate effectively and work cooperatively with others in the redesign of business processes. Must possess a valid, unrestricted Alaska Driver's License. In addition, experience in the procurement and warehousing of goods and services for a facility/equipment maintenance organization and designation as a C.P.M. are desirable.

Responsibilities:

1. Coordinates implementation of borough purchasing policies as related to department personnel who are delegated a role in the borough purchasing process.
2. Reviews and approves competitive procurement documents prior to advertisement or distribution.
3. Works with borough personnel involved in the purchasing process to review, improve and develop borough purchasing policies and procedures.
4. Plans and presents purchasing related training for borough personnel involved in the purchasing process. Responsible for ensuring that borough personnel are aware of and trained in borough purchasing policies and procedures.
5. Interprets established borough policy as applied to the purchasing function.
6. Reviews and researches trends in public sector purchasing. Recommends changes in the borough code or purchasing manual as appropriate. Coordinates the implementation of changes in borough purchasing policy.
7. Coordinates the sale of surplus materials and equipment, including obsolete stock.

8. Implements and monitors borough policy and procedures for all procurement and materials management activities. Ensures compliance with procurement directives and implements sound materials management concepts. Ensures that the procurement process supports the operational functions of the departments.
9. Supervises the preparation of formal bids, quotations and purchase orders necessary for the procurement of goods and services, the maintenance of a database of vendors and standard bid specifications, and consolidation of purchases to obtain maximum economic benefits. Implements procurement methods resulting in the enhancement of the competitive procurement process.
10. Ensures that personnel are trained in the procedures and methods used to procure goods and services.
11. Selects and implements a computerized perpetual inventory system appropriate for the size and complexity of warehoused materials inventories.
12. Oversees assigned staff in the receipt, storage and distribution of supplies and equipment.
13. Directs assigned staff in the processing of all related documents.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers dexterously to operate office equipment, tools or controls; reach with hands and arms; climb, balance, stoop, kneel, crouch, or crawl; and communicate orally. Sitting is required. The employee must occasionally transport up to 100 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.