

BUDGET AND PURCHASING MANAGER**Definition:**

Under general direction, performs highly responsible managerial work directing, supervising and coordinating all Budget and Purchasing related activities; develops objectives, work plans, and budgets for assigned areas; establishes and evaluates work standards and performance within the assigned areas; monitors grant budgeting and supports grant accounting; provides highly responsible and complex administrative support to the Director of Administrative Services; and performs related work as required and other duties as assigned.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, manages, oversees, and evaluates the daily functions, operations, and activities of the Budget and Purchasing Division, including the City's operating and capital budget production process, procurement program, and grants administration.

Supports organizational compliance with federal, state, and local laws, regulations, codes, and standards in relation to budgetary, purchasing, and other areas of assignment.

Participates in developing and implementing department goals, objectives, processes, procedures, and priorities; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures of Budget and Purchasing Division and other areas of assignment; recommends appropriate service and staffing levels.

Provides highly responsible and complex administrative support to the Director of Administrative Services and assists with special projects as assigned.

Oversees the development and administration of the department budget.

Coordinates Administrative Services Department activities related to areas of assignment with those of other departments, outside agencies and organizations as needed.

Supervises, selects and provides the training, supervision, and evaluation of departmental staff; assesses and monitors workload, and administrative and support systems, and internal reporting relationships; works with staff to correct deficiencies; implements discipline and termination procedures.

Develops, updates, and maintains financial forecasts / projections / models.

Participates in confidential cost analyses for labor negotiations and related matters.

Participates in the review of City Council agenda reports as it pertains to recommended action items and fiscal impacts.

Supports Fiscal Services with audit and financial reporting including preparation of the Annual Comprehensive Financial Report (ACFR) and participates in federal and state mandated reporting.

Participates in the development, implementation, and management of financial internal controls.

Participates in the preparation, review, and analysis of a wide variety of studies, reports, contracts, agreements, agenda reports, correspondence, resolutions, and ordinances.

Participates in software application, enterprise financial system (ERP) or other software systems upgrades and implementations.

Develops and reviews staff reports related to assigned activities and services; presents reports to the City Council and various commissions, committees, and boards.

Attends a variety of meetings, events and civic functions and represents the City in a professional and effective manner.

Examples of Essential Duties and Responsibilities Specific to Budget:

Manages the City's budget development process; which includes preparation of current-year budget guidelines, budget forms and materials; review of department budget submittals; and implementation of budget initiatives.

Oversees preparation of the Proposed / Adopted / Final Operating Budgets, including agenda reports and budget presentations, budget resolutions and exhibits, and related analysis.

Manages preparation of the City budget, including establishment of objectives, standards, and procedures for budget development; supports departments with budget preparation and monitoring; supports development of the Capital Improvement Program (CIP) budget.

Supports Public Works with development and submission of the Capital Improvement Program (CIP) budget to incorporate the CIP budget in the City budget.

Develops, implements, and oversees citywide budget monitoring efforts, including the ongoing monitoring of departments' budgets and submission of quarterly financial reports.

Coordinates with departments proper recording of approved appropriations and estimated revenues in the budget and accounting system.

Examples of Essential Duties and Responsibilities Specific to Purchasing:

Manages procurement activities, including development of purchasing policies and procedures in compliance with federal, state, and local laws and ordinances.

Coordinates and facilitates the City's competitive bid process for non-capital projects, which includes working with departments to compile bid specifications; reviewing requests for proposals, qualifications, and information to support adherence to policies and procedures; posting formal bids to the City's website and e-procurement bid solicitation platform; and supporting review and analysis of bids to facilitate a fair and open competitive bid process.

Oversees and manages the City's purchasing process, which includes review of department purchase requisitions prior to issuance of purchase orders, proper use of open market or bid exceptions such as sole source or emergency purchases and advising departments on proper procurement methods.

Acts as the City's purchasing agent in developing cooperative contracts with other public agencies and advises departments with regard to the use of cooperative contracts / agreements and other governmental "piggy-back" agreements.

Consults with department representatives and vendors concerning bids, specifications, procedures, complaints and issues.

Works with departments to facilitate the proper sale or disposal of surplus equipment, vehicles, scrap metal, supplies and materials.

Other Duties and Responsibilities:

Performs related duties as assigned.

Drives a vehicle on City business.

Class Characteristics:

Budget and Purchasing Manager is a division manager position within the Administrative Services Department. The incumbent is responsible for the City's budget and procurement and has broad management responsibility for related activities. It is distinguished from the Purchasing Supervisor and Senior Budget Analyst by its management responsibilities for the Budget and Purchasing Division.

This position is subject to the resolution relating to the compensation for Confidential/Nonrepresented employees.

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and techniques of management, supervision and labor public sector labor relations related to the direction, evaluation and training of assigned staff.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Data analysis tools.

Municipal government structure and programs.

Enterprise resource systems and other software applications as related to areas assigned and the impacts on reporting.

Legal issues related to areas of responsibility to include federal, state, and local laws, regulations, ordinances, rules and procedures.

Standards and practices related to budget, procurement and financial reporting.

Cost analysis techniques and methods of cost allocations.

Governmental finance principles and procedures, including developing, implementing, and administering a large municipal budget.

General knowledge of governmental accounting principles and procedures, including fund accounting and grant accounting.

Principles, practices, standards and methods of procurement, delivery, and computerized purchasing systems.

Methods and techniques of complex contract negotiations and administration related to area assigned.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Negotiation and conflict resolution techniques.

Effective methods of making oral and written presentations.

English usage, spelling, grammar and punctuation; business letter and report writing and methods of research and analysis.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Modern office practices, methods and computer equipment and applications related to the work.

AND

Ability to:

Plan, organize, manage and evaluate the operations of Budget and Purchasing functions.

Manage, supervise, organize, direct and coordinate the work of professional, technical and support personnel; select, train and evaluate assigned staff.

Analyze, interpret and apply applicable federal, state and local policies, laws and regulations.

Initiate and carry out required procedural assignments and use independent judgment and initiative; make sound decisions in accordance with established procedures, policies and applicable laws.

Effectively establish and maintain working relationships with the City Manager, Department Directors, and staff from all departments and interact with them on a wide variety of issues.

Manage, coordinate and adhere to multiple deadlines and projects.

Maintain the confidentiality of sensitive information and data.

Develop and coordinate an effective budget process.

Produce, communicate and present the adopted budget, forecasts/projections, and other financial reports and analysis.

Analyze, interpret, summarize and present financial, administrative, and technical information and data in an effective manner.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Negotiate and administer contracts and lease purchase agreements for major capital equipment.

Analyze data, to include life-cycle costs associated with bids and proposals; make sound recommendations; and initiate and carry out required assignments.

Investigate and resolve vendor payment problems related to contract compliance issues.

Interview vendors, inspect facilities and evaluate products, equipment and services.

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Think clearly, logically, and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Prepare clear and comprehensive reports and make effective presentations.

Interact effectively with others in the workplace; resolve conflicts in a fair and amicable manner.

Communicate effectively orally and in writing.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

A bachelor's degree in finance, accounting, business administration, public administration or a closely related field from an accredited college or university to include coursework in finance and accounting.

AND

Five years of progressively responsible experience dealing with budget and/or procurement at the municipal level, to include two years of supervisory or lead experience.

Professional procurement/purchasing certifications such as the following are highly desirable:

- Certified Public Procurement Officer Certification (CPPO)
- Certified Professional Public Buyer Certification (CPPB)
- Certified Purchasing Professional Certification (CPP)

Special Requirements:

Must be able to work a flexible schedule to accommodate City needs.

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

The City of Fullerton's Conflict of Interest Code requires that the Budget and Purchasing Manager file financial disclosure statements in accordance with state and local laws.

Per California Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time. The incumbent uses a computer, keyboard and related equipment. The incumbent walks, kneels, stands, reaches and bends and may grasp and lift office items and files weighing 30 pounds or less. The incumbent drives a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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