



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SF, NM 87501
Ph: 505-992-9880 - Fax: 505-992-9895

Job Title: Procurement Manager
Department/Division: ASD/Purchasing
Salary: \$27.0817/hr - \$40.6226/hr **Range:** 43
Position Status: Full-Time/Classified
FLSA Status: Not Covered
Closing Date: Open until filled
Job #: 2-009

Primary Purpose:

Manages the Procurement Section and the overall process by which Santa Fe County purchases all goods and services abiding by Federal, State, and County rules and regulations.

Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Trains, supervises, coordinates, assigns and reviews the work of the procurement staff.
- Acts as the lead person with Department heads in coordinating large and complex Request for Proposals; invitation for Bids; and other solicitations.
- Develops policy and procedures that improve and streamline the procurement process while complying with Federal and State rules and regulations.
- Responsible for training procurement staff on all operational and organizational processes pertinent to purchasing.

Knowledge and Skills:

- Thorough knowledge of State of New Mexico Procurement Code and Federal purchasing rules and regulations. Ability to base method of purchase determination upon interpretation of specific rules and regulations.
- Must have working knowledge of purchasing and accounting software applications, modern accounting system procedures and their uses; must have thorough knowledge and demonstrated experience with the State of New Mexico Procurement Code; must possess leadership and organizational skills; flexibility and adaptability to changing work requirements.
- Ability to train and mentor staff; working experience with AS400 operating system; and purchasing and receiving module.
- Must be able to perform effectively under strict deadlines; to plan, assign, direct and review the work of purchasing staff; to implement procurement procedures and evaluate their effectiveness; to present recommendations clearly and concisely; and to work effectively with public officials, fellow employees and the general public.
- Must have ability to supervise and work with staff with dignity and in a courteous manner, as well as communicate effectively.

Minimum Qualifications:

- Bachelor's degree in accounting, finance or related field plus 4 years procurement experience of which 2 years must have been in a supervisory or management capacity. Related experience may be substituted at a rate of 30 semester hours equal to 1-year experience.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is performed in an office setting. Work schedule may include irregular hours. Manual and finger dexterity required. Travel may be required. May be exposed to CRT's and VDT's.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.