

## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)**

**JOB TITLE:** Purchasing & Administrative Manager

**EXEMPTION STATUS:** Exempt

**PAY GRADE:** PERS 125

**JOB CATEGORY:** Official and Administrative

**BARGAINING UNIT:** Manager

### **GENERAL SUMMARY:**

Under the general supervision of the General Services Director, the Purchasing and Administrative Manager is responsible for the operational and administrative leadership of processes, procedures and strategies related to purchasing, administrative and financial policy/procedure/processes, and the overall General Services administrative function. The Purchasing and Administrative Manager supervises and manages General Service's service delivery and directly/indirectly supervises assigned staff. Responsible for fostering positive relationships within the organization and community and assisting with the oversight of District projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between District Branches.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Responsible for the day-to-day administrative management of the Purchasing and General Services administrative functions in support of the District's building maintenance, new construction, remodeling, and refurbishment programs:
  - a. Plans short-term (daily to annual) administrative goals for assigned service or program;
  - b. Organizes assigned services, programs, and employees to achieve established goals;
  - c. Staffs assigned services and programs within budgetary guidelines to meet service demand and requisite skill needs;
  - d. Directs and motivates assigned staff to achieve established goals;
  - e. Coordinates with other programs and other Library services to meet established District Goals;
  - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
  - g. Develops, maintains and monitors annual service or program budget to achieve established goals and utilize District resources in an efficient and effective manner.

2. Supervises of assigned staff including but not limited to:
  - a. Performance Coaching & Management;
  - b. Career Counseling & Development; and
  - c. Conflict Resolution.
3. Provides administrative/office management support to assist the General Services Director and the Purchasing function to ensure District goals are met.
4. Works with District managers and/or internal customers to analyze procurement requirements, define Request-for-proposal (RFP) needs and specifications.
5. Creates and assembles bid documents and coordinates advertisement of bid notices, printing of bid documents, distribution and tracking of bid documents and addendums, and coordinates pre-bid conferences.
6. Prepares the department's annual budget for review and approval. Manages budget accounting system for department.
7. Assists with the oversight of projects, programs, vendors, and committees to support and achieve service or program initiatives and goals.
8. Authorizes purchases from vendors, and oversees the scheduling and coordination of services and/or work. Resolves issues such as manufacturing delays, delivery delays, defective or damaged merchandise, etc. Reviews invoices for accuracy and approves for payment.
9. Manages department's Computerized Maintenance Management System (CMMS) to ensure accurate and effective use of system modules such as work requests/work orders, asset management, property management, inventory management, locksmith (lock/key), reports, system administration, and security.
10. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
11. Stays abreast of current and future trends in service or program Administration/Science and Public Administration and makes recommendations regarding future District Strategies and Planning.
12. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel (Basic)
- Knowledge of federal, state and local labor laws
- Knowledge of Purchasing best practices

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- **EDUCATION:** Bachelor's degree in Public Administration or related field required.

Master's degree in Public Administration or related field preferred.

- **EXPERIENCE:** Two (2) years' professional level experience in administrative management required.

Three (3) years' administrative management level experience in Purchasing preferred.

- **LICENSE AND CERTIFICATION:** None

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of current trends and developments in the field of Public Administration and Purchasing.
- Ability to motivate and supervise staff.
- Ability to accurately prepare and maintain files, records and reports.
- Ability to handle stressful situations with professional composure.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.
- Ability to implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:** May 20, 2021

**REVISED:** August 2, 2022