

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

JOB TITLE: Purchasing & Administrative Manager

EXEMPTION STATUS: Exempt

JOB CATEGORY: Officials & Administrators

BARGAINING UNIT: Manager

GENERAL SUMMARY:

Under the general supervision of the General Services (GS) Director, the Purchasing and Administrative Manager is responsible for the operational and administrative leadership of processes, procedures and strategies related to procurement, purchasing, administrative and financial policy/procedure/processes, and the overall General Services administrative function. The Purchasing and Administrative Manager supervises and manages 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;
 - c. Conflict Resolution.
3. Responsible for the District-wide, operational and administrative, management of the procurement function.
- a. Plans, schedules, and ensures that goods and services are delivered timely to meet operational needs.
 - b. Ensures compliance and integrity for source selection process (Competitive Sealed Bids, Competitive Seal Proposals, and Requests for Quotation) through which solicitations are issued, advertisements run, offers are made, contracts are awarded, and good received.
 - i. Works with District managers and/or internal customers to analyze procurement requirements, define selection needs and specifications.
 - ii. Creates and assembles bid/proposal documents and coordinates advertisement of bid/proposal notices, printing of bid/proposal documents, distribution and tracking of bid/proposal documents and addendums, and coordinates pre-bid/proposal conferences.
 - c. Ensures the terms of the purchase agreement are enforced, goods and services delivered satisfactorily, and bills are paid.
 - i. Authorizes purchases from vendors, and oversees the scheduling and coordination of services and/or work.
 - ii. Resolves issues such as manufacturing delays, delivery delays, defective or damaged merchandise, etc.
 - iii. Reviews invoices for accuracy and approves for payment.
4. Prepares the department's annual budget for review and approval. Manages budget accounting system for department.
5. Assists with the oversight of projects, programs, vendors, and committees to support and achieve service or program initiatives and goals.
6. 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.
7. Monitors compliance with all federal, state and local laws, regulations, codes, best practices, and District Policies and Procedures.
8. 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.

9. Performs other duties as assigned

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel {Basic}
- Public Sector Ethics
- Public Sector Procurement Principles and Practices

KNOWLEDGE, SKILLS, AND ABILITIES:

● **EDUCATION:**

Required: Bachelor's degree in Accounting, Public Administration or related field.

Preferred: Master's degree in Business Administration, Public Administration or related field.

● **EXPERIENCE:**

Required: Two (2) years' professional level-experience in General Services/ Facilities administrative management.

Preferred: Three (3) years' public sector professional experience in General Services/ Facilities administrative management including oversight for the procurement function.

● **LICENSE AND CERTIFICATION:**

Required: NA

Preferred: NA

- **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: DECEMBER 14, 2001

REVISED: JANUARY 29, 2008
MARCH 14, 2018
MARCH 16, 2024