



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

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Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: April 30, 2015
Re: Positions

I would appreciate it if the position of **Purchasing Director** be placed on the May 5th agenda and voted on.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Donchez", is written over the printed name.

Robert J. Donchez
Mayor

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Purchasing Director
Purchasing

Sponsored by: (s) _____

(s) _____

ADOPTED BY COUNCIL THIS DAY OF

(s) _____

President of Council

ATTEST:

(s) _____

City Clerk



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HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title:	Purchasing Director		
Bureau:	Purchasing	Department:	Administration
Reports to:	Business Administrator	Union Status:	Non-union/TAMS (32T)
Exempt/Non-Exempt:	Exempt	Compensation:	75 Hrs. /260 Days/7.5 Hrs. /Day
Position Summary:	In addition to administering the activities of the Bureau, this position involves responsibility for all purchasing activities including: <ul style="list-style-type: none">• Ensures appropriate commodity definition.• Process ownership of the city's distributed purchasing activities and systemic execution.• Strategic decision-making for all purchases, including sourcing, price, terms, and right sizing the supplier base.• Directs the operation of the Purchasing Card Program, and the disposition of surplus City property. The employee in this class receives general supervision from the Business Administrator. Supervision is exercised over subordinate personnel.		

Qualifications:

- Extensive performance within the realm of purchasing management and proven ability to lead a staff.
- Appropriate four-year business or technical degree, or extensive allied experience which provides the required knowledge, skills, and abilities.
- Ability to position the city's purchases commercially, including negotiation skills.
- Thorough knowledge of the laws relating to public purchasing; ability to write clear and concise specifications
- Professional demeanor dealing with vendors and internal customers; initiative and resourcefulness; good judgment; integrity.
- Ability to develop a sourcing and process strategy.

Essential Functions:

- Directs the strategic direction of city-wide purchases.
- Positions city-wide purchases in the most cost-efficient manner.
- Ensures an appropriate history by commodity and performs analyses.
- Solicits proposals from the supplier community in the form of price quotations or bid specifications.
- Tabulates and analyzes formal bids received and awards contracts.
- Systemically approves and authorizes purchases made.
- Supervises personnel of Bureau.
- Expedites deliveries as necessary.
- Researches new and improved business relationships.
- Administers overall supervision of the City Purchasing Card Program.
- Plans and coordinates public auctions to dispose of surplus property.
- Maintains close liaison with internal department personnel and external supply chain associates.
- Drafts specifications for all major commodities purchased.
- Resolves quality discrepancies.
- Participates in process improvement activities.
- Other duties as assigned.

Physical Requirements: Frequent sitting, standing, walking, and bending over
Occasional climbing, reaching, and kneeling
Ability to lift up to 25 lbs
Constant repetitive use of hands

Working Conditions: Normal office environment

**Safety Sensitive
Requirements:** N/A

Training: N/A

Revised: 2/26/15