



# Purchasing Manager

**Job Code:** PURMG - 122  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$27.22 - \$44.54 Hourly  
\$2,177.60 - \$3,563.20 Biweekly  
\$56,625.00 - \$92,633.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to be responsible for a wide variety of procurement and vendor, manufacturer, supply chain and customer relations. Primary duties include providing department leadership, managing vendors/manufacturers, and managing procurement requests. Contacts appropriate vendors and negotiate specific terms for purchases that meet customer requirements when specific contracts do not exist. Responsible for procurement of supplies, equipment and services to meet the needs of the organization. Places orders, verifies pricing and availability, investigates overdue orders and problem invoices, and communicates timely, positively and efficiently with all contacts. Ensures product quality and advantageous pricing by monitoring vendor performance and contract adherence. Mentors and assists associates.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Negotiates with vendors for the best possible price and service guarantee for goods and services.
- Develops new supply sources where vendors are inadequate.
- Implements and/or updates purchasing policies and ensures compliance with applicable federal, state and local laws; regularly reviews procurement activities to ensure compliance and conformity.

- Develops and executes purchases requiring competitive bidding such as RFP, RFQ, and RFA's ensuring compliance with applicable federal, state, and local laws.
- Evaluates, develops, and executes contracts and purchasing agreements for goods and services.
- Reviews inventory records, and transactions. Maintains perpetual physical inventories of warehouse stock and assets. Coordinates annual physical inventory of warehouse.
- Works with vendors to maintain current information on products and services, business standards and practices and market conditions.
- Works with internal customers to understand unique requirements and to ensure purchase orders are fulfilled (including processing supply requisitions and purchase orders, maintaining proper records and communicating status of products).
- Evaluates current contracts to determine, based on experience, that EHN is getting the best rates possible.
- Works closely with the various directors on purchasing needs and price negotiations.
- Plans, establishes, and accomplishes departmental goals.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Business Administration, Accounting, Finance or related minor supplemented by six (6) years of experience as a purchasing agent, specialist or contract administrator or closely related position; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 30 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.
- Basic Texas Purchaser Course completion

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.