



CITY OF TACOMA, WASHINGTON

INVITES YOUR
INTEREST IN
THE POSITION OF

PURCHASING MANAGER



THE COMMUNITY

Located at the foot of Mount Rainier and along the shores of Commencement Bay in Washington State, Tacoma is recognized as a livable and progressive international city. The city that incorporated in 1884 has grown from its historical roots as a home of sawmills and a bustling port that exported goods around the world to a center for international exports, the arts and healthy, affordable living.

The City of Tacoma, population 201,700, is an international, ethnically-diverse community. With a backdrop of Mt. Rainier, the Cascade Mountain Range and Puget Sound, residents enjoy the Northwest's pristine environment and natural recreational opportunities. Three times named an All-America City by the National Civic League, in 2004 Tacoma-Pierce County was rated as one of only five of "America's Most Livable Regional Communities."

The community supports professional theater and dance companies, classical and contemporary musical events including a resident symphony orchestra, chamber orchestra and opera company, numerous community theaters, art galleries, art and historical museums and an AAA baseball team.

The City is served by excellent public and private educational facilities, including the University of Washington Tacoma, Evergreen State College, two private universities, three community/technical colleges, and numerous trade and business schools. Only 27 miles from Seattle, Tacoma is close enough to enjoy all the advantages of a major metropolitan area nearby.

THE ORGANIZATION

The City of Tacoma operates under the Council-Manager form of government with a Mayor and eight Council Members. The Mayor and five District representatives and three at-large members serve four-year overlapping terms. The City employs approximately 3,700 employees and has a \$2.8 billion total biennial budget for the 2009-2010 fiscal period. The two-year General Fund Budget is \$440 million. The City also operates Tacoma Public Utilities (TPU), which is responsible for power, water, rail operations and Click! Network. The City Manager is responsible for selecting and managing the day-to-day activities of the Assistant City Managers, Assistants to the City Manager and Department Directors.

Departments in the General Government organizational structure are: Community and Economic Development, Finance, Fire, Government Relations, Hearing Examiner, Human Resources, Human Rights/Human Services, Information Technology, Legal,

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Municipal Court, Public Assembly, Facilities, Police, and Public Works.

THE PROCUREMENT AND PAYABLES DIVISION:

The Purchasing Manager is responsible for managing the Procurement and Payables Division of the Finance Department. The incumbent would be responsible for overseeing and coordinating the purchasing and payables activities for the City of Tacoma, Law Enforcement Support Agency and Tacoma Public Utilities (Power, Click! Network, Water, and Rail). The division is also responsible for the City's Procurement Card program, the Small Works Roster program for public works/improvement projects, surplus property, the Contracts and Awards Board, bidder protests, City Council and Public Utility Board purchasing resolutions, vendor payments and disbursements, travel program, and SAP system requirements for Purchasing and Accounts Payable operations. The purchasing function assists City departments to procure and expend in excess of \$494 million annually. The accounts payable section makes disbursements to vendors, contractors, third parties, and employees totaling approximately \$543 million annually.

THE POSITION

The Purchasing Manager develops and implements procedures, practices and policies to ensure compliance with competitive bidding requirements including contracting, receiving and paying for goods and services while providing excellent customer service to internal departments and vendors. The incumbent will deliver services to support City department needs, in keeping with legislative policy and State requirements governing legal and appropriate practices as a public agency. This position will:



- Establish appropriate procurement processes for development of solicitation documents, bid opening, bid evaluation, selection, and contract award.
- Oversee the release and publication of all competitive solicitation documents issued by the City and post notices for bid submittal deadlines on website and in newspapers as required for legal advertisement.
- Review and approve purchases and contract awards on behalf of City departments for transactions not requiring governing body (City Council or TPU Board) authorization.
- Review and authorize requests to waive competitive procurement for transactions not requiring governing body authorization.
- Manage and coordinate activities of the City's Contracts & Awards (C & A) Board which reviews and recommends purchases or contract awards over \$200,000 prior to final action by the governing body.
- Oversee the tracking, scheduling and placement of purchases and contracts requiring governing body approval on City Council or TPU Board agendas.
- Meet with vendors and contractor community to solicit input, discuss problems, and mediate or resolve disputes; negotiate contract issues to assist departments in resolving problems with a vendor or contractor.
- Oversee timely response to requests for solicitation, bid and contract award records under public disclosure laws.
- Manage all accounts payable functions for the City and establish policies, business practices and procedures for General Government, Tacoma Public Utilities (TPU), LESA, Library, and Retirement, for payment of invoices, billings, fiscal obligations and encumbrances, including payment controls, check issuance, electronic funds transfers, disbursement of monies, and proper allocation to funds, cost centers, and General Ledger expenditure accounts.
- Plan, organize, and direct overall operations of the Purchasing and Accounts Payable division units.
- Direct operation of the Procurement Card program with \$8.6 million annual expenditures and 660+ cardholders across every City department and location.
- Manage the City's formal protest process for bidders appealing a department's proposed contract award or purchase decision.



This position will oversee timely response to requests for solicitation, bid and contract award records under public disclosure laws.

- Analyze and develop procurement policies and best practices to meet dual objectives of implementing streamlined procedures to buy the broad spectrum of equipment, materials, supplies and services needed by the City, and meet Council and public expectations that the City generally conforms to State laws and regulations, and City codes and policy about competitive solicitation and making contracting opportunities available to qualified vendors in the marketplace to do business with the City.
- Attend City Council/TPU Board meetings and study sessions, presenting resolution items, recommendations for awards, bidder protests, or policy issues.
- Manage the City's employee travel and business expense reimbursement function.
- Direct data capture and reporting of annual performance measures for International City (ICMA) program. Analyze and track the City's procurement activity and present reports to Council Committees, City leadership and senior management teams.
 - Execute requirements of the City's Historically Underutilized Business (HUB) program by planning and implementing competitive solicitation, bid/proposal submittal, evaluation, and selection processes that incorporate designated HUB goals and eligible credits in applicable procurement transactions.
- Direct the City's Surplus Property operations which include real and personal property assets no longer needed.
- Manage the City's Small Works Roster (SWR) program to provide an alternative

means to quickly award public works improvement contracts of a limited size, as authorized by State law and Municipal Code.

THE IDEAL CANDIDATE

The ideal candidate will need to be a team player who has skills in managing personnel, programs, systems, and resources; knowledge of and comprehensive experience in public purchasing and contracting laws, principles, practices, and methods; of accounts payable, practices and methods in the public sector; of governmental financial management principles and practices; of common business or management services and operations in government entities; has supervisory, analytical and problem-solving skills, and strong written and verbal communications skills, including public speaking and making presentations to groups.

The ideal candidate will have worked in the public sector managing comparable business functions or programs and possesses outstanding customer service skills in combination with compliance oversight.

POSITION REQUIREMENTS

A Bachelors degree in business, public administration, finance, or related field, and five years of responsible managerial and supervisory experience in procurement, contracting, accounts payable, and other business services (eg. management reporting, surplus property, procurement cards, travel management). Public sector, governmental experience is necessary.

This position requires a broad and varied body of knowledge and experience to successfully perform all responsibilities. Public procurement and contracting background and expertise in accounts payable operations are essential.

COMPENSATION AND BENEFITS

The pay range for this position is \$93,890 to \$120,370. Actual starting salary is dependent upon experience. The City of Tacoma offers excellent medical, dental and vision benefits for employees.

Retirement System Employees contribute 7.36% for 2009 and 8.28% in 2010 of their compensation to the Tacoma Employees Retirement System. The City contributes 8.64% in 2009 and 9.72% in 2010 of covered payroll. A full summary of the City's benefits are available to all applicants.



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline:
July 3, 2009

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Tacoma. Candidates will be advised of the status of the recruitment following selection of the Purchasing Manager. If you have any questions, please do not hesitate to call Mr. Bob Murray at:

(916) 784-9080.

