

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 57**

Adopting a new job classification of Purchasing & Systems Manager.

The Metropolitan Exposition-Recreation Commission finds:

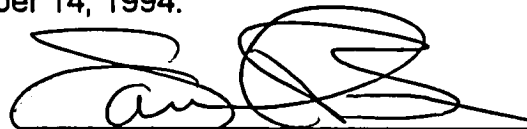
1. That this position is necessary to carry out the management of MERC contracts and purchasing, including community outreach, data systems, and recycling coordination, and to provide technical support to the General Manager;

2. That the Metropolitan Exposition-Recreation Commission does not currently have a classification consistent with those necessary and combined duties; and

3. That the Metropolitan Exposition-Recreation Commission has the authority to establish new job classifications as needed to manage and administer programs under its jurisdiction.

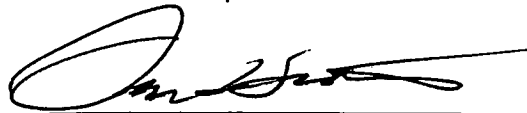
**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission adopts the new Purchasing & Systems Manager classification at salary range 47.

Passed by the Commission on September 14, 1994.



Sam Brooks, Chair

Approved as to form:  
Daniel B. Cooper, General Counsel



Ben Middleton, Secretary/Treasurer

By:



Mark B. Williams,  
Sr. Assistant Counsel

**MERC STAFF REPORT**

**Agenda Item/Issue:** Adopt a new job classification of Purchasing & System Manager at salary range 47

**Resolution No 57**

**Date:** September 14, 1994

**Presented by:** Patrick LaCrosse

**Background and Analysis:** The current position of Purchasing Coordinator in MERC Administration is held by Jim Waki. Due to operational needs, we now need the ability to assign supervisory responsibilities and some additional systems responsibilities which upgrades the current Purchasing Coordinator position to a managerial level. Personnel has reviewed the assigned new duties and the attached revised position description, and as a result concurs with the proposed upgrade of the position to Purchasing & Systems Manager.

**Fiscal Impact:** The new classification of Purchasing and Systems Manager is proposed at salary range 47. Mr. Waki will be placed at Step 2 in the new range in conformance with the Personnel Policy Section 3.02 (D) "Reclassification of an Incumbent."

**Recommendation:** The General Manager recommends that the Metropolitan Exposition-Recreation Commission adopt the new Purchasing and Systems Manager job classification.

WAKI:CLASSIFICATION

## **Metropolitan Exposition-Recreation Commission**

Class No:	818816	Established:	9/94
Title:	Purchasing & Systems Manager	Revised:	
Range:	47	AA/EEO:	41/4
Bargaining Unit:	Non-Represented		
FLSA:	Exempt		

### **GENERAL STATEMENT OF DUTIES:**

To plan, manage, and oversee the administrative activities for MERC contracts and purchasing including community outreach, data systems, and recycling coordination; and to provide technical support to the General Manager.

### **SUPERVISION RECEIVED:**

Receives direction from the General Manager.

### **SUPERVISION EXERCISED:**

Exercises direct supervision over technical and clerical staff.

### **EXAMPLES OF PRINCIPAL DUTIES:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Review all purchase orders.
2. Develop, draft, and administer procurement procedures and administrative guidelines.
3. Identify and develop working relations with contractors, consultants and vendors; provide guidance and assistance in bid process and requests.
4. Approve contracts within policy limitations; monitor contracts for compliance with procurement guidelines; supervise maintenance of purchasing and contracts records and reports.
5. Prepare requests for proposals and invitations for bid; provide assistance to managers in preparing contract documents.
6. Monitor contract, procurement and administrative program compliance with MERC equal opportunity requirements for MBE/WBE/DBE; maintain related directories and statistics; prepare summary reports; MERC liaison to MBE/WBE/DBE business community, and act as purchasing consultant to ACDEO committee.

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7. Work with facility managers, Metro Procurement Manager and legal counsel to assure standardization and to monitor RFP process in compliance with MERC purchasing policies and procedures.
8. Administer contract process for temporary light industrial labor and clerical support personnel for MERC operations and administration.
9. Coordinate with MERC finance staff to monitor and report on procurement expenses, payment and vendor payment issues. Verify accuracy of account codes charged.
10. Analyze system hardware and software to identify problems and recommend solutions to meet current and future informational system requirements.
11. Coordinate administrative support services for mail distribution, computer, copier, postage meter and telecommunication services and maintenance.
12. Represent and coordinate MERC facility recycling team leaders for Metro in-house waste reduction program. Provide reports on MERC recycling results as needed.
13. Provide assistance and advice to facility managers and staff regarding contractual issues.
14. MERC liaison with local/regional governmental agencies to identify and recommend solutions related to MBE/WBE/DBE contracting disparity.
15. Assist in other projects as assigned by the General Manager.

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, ABILITY:**

- Knowledge of principles and techniques of purchasing program development and administration for a public agency.
- Knowledge of methods and techniques of public contract development and administration.
- Knowledge of principles of RFP/contract processes.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of MBE/WBE/DBE program administration.
- Knowledge of supervisory practices.
- Ability to provide direction to technical and clerical staff.
- Ability to recommend and implement goals, objectives, and practices for providing effective and efficient procurement and data systems services.

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- Ability to recommend resource allocation and prepare budget documents.
- Ability to prepare and maintain clear and concise administrative reports, contracts, and bid documents.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
- Ability to interpret and apply federal, state, and local laws, codes, and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those in the course of work including MERC staff, government officials, community groups, vendors, contractors, and the general public.

**EXPERIENCE AND TRAINING:**

Four years of professional purchasing experience in a competitive contracting environment including two years of increasingly responsible managerial/supervisory experience and a Bachelor's degree from an accredited college or university with major course work in business, public administration or closely related field; or any combination of experience and training which provides the applicant with the necessary knowledge, skills, and ability required to perform the job.

**LICENSE OR CERTIFICATE:**

Possession of, or the ability to obtain a current Cardio Pulmonary Resuscitation certificate.