

PORT FREEPORT, TEXAS



Title: Procurement Manager

Class Code: pm

Pay Grade: 123

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to lead the purchasing process of the port. This role will seek to generate competitive bidding interest in port RFPs to gain the port the most competitive cost position possible. This role will ensure port purchasing processes are in line with statutory requirements and work with port staff to ensure the same.

This job/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 job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Review and process contract-related requisitions. Analyze requisitions for accuracy of requirements. Research contractual issues and resolve discrepancies.
- Build and maintain positive relationships with contractors and suppliers.
- Observe and ensure compliance with applicable laws, rules, and regulations related to procurement.
- Develop RFQ/RFP scoring matrixes for departmental use.
- Assist the Accounting and departmental teams with reconciling invoice issues for payment of invoices.
- Develop methods to reduce procurement costs.



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- Develop processes to monitor contractor and supplier performances.
- Assist in preparation of grant applications, associated RFQ/RFP preparation and subsequent reporting activities on approved projects.

Additional Duties:

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

People Responsibility:

People includes co-workers, workers in other areas or agencies and the general public.

Provides information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.



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Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of an assigned department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses basic algebra involving variables and formulas and/or computes discounts and interest rates.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals, and professional publications; speaks before professional and civic groups; speaks informally to groups of co-workers, staff in other departments, the general public and people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment Requirements refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance and the breadth of impact of the judgments and decisions.

Responsible for long range goals, planning and methodologies. Decision-making is focus of job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving policy and guidelines, solving work related problems; requires



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continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – Minor

Data loss – **Serious**

Exposure to legal liability – Moderate

Brand loss - Moderate

Economic loss – **Serious**

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses computers or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.



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Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Bachelor's Degree in Finance, Accounting, Business, Supply Chain Mgmt or closely related field or equivalent experience.

Special Certifications and Licenses:

Valid TX State driver's license

Valid TWIC certification

Must be able to pass a background check

Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities



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All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

