



**DETROIT PUBLIC LIBRARY  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANCY**

**May 19, 2023**

**POSITION: Manager, Procurement**

**AGENCY: Main**

**SALARY: \$70,353.00- \$92,568.00**

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For a complete description, log on to [www.detroitpubliclibrary.org](http://www.detroitpubliclibrary.org).

**APPLICATION INSTRUCTIONS – INTERNAL & EXTERNAL APPLICANTS**

- *Submit completed resume with cover letter to [tsimon@detroitpubliclibrary.org](mailto:tsimon@detroitpubliclibrary.org)*

**APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY  
4:00 p.m., June 2, 2023.**

*The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

***See attached job specification for essential functions and qualifications.***

## JOB DESCRIPTION

### Library – Procurement Manager

## LIBRARY – PROCUREMENT MANAGER

Job Family:	<b>Finance and Business Operations</b>	FLSA Status:	<b>Exempt</b>
Revised Date:	<b>September 7, 2021</b>	Bargaining Unit:	<b>Non-Union</b>

**GENERAL PURPOSE:** Under general direction, manages and supervises the purchasing services and operations of the Library system; develops, administers, and implements department plans and goals; and ensures the Library policies, procedures and purchasing and procurement rules and regulations are followed.

**SUPERVISION RECEIVED/EXERCISED:** Works under the general direction of the Library – provides support to the Chief Financial Officer (CFO) and the Assistant Director, Finance and Business Operations; exercises supervisory responsibility.

**DISTINGUISHING CHARACTERISTICS:** This is second in a series of two and the highest level in the Purchasing job series. This class may be distinguished from the lower-level by the management responsibility and complexity and difficulty of work performed, and reporting relationships. Work is performed under general direction with minimal supervision.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for generating new purchasing directive, procurement procedures, and revisions to existing procurement procedures; enforces entire Library compliance with purchasing policies and procedures; and participates in conflict resolution as it pertains to the ordering process for goods and services and any invoice discrepancies that might occur.
- Procure goods and services for use by the Detroit Public Library system agencies, departments and managements personnel; ensures that expenditures for purchase requisitions are in compliance with Commission policies and procedures; and annually generates continuing contracts list of Commission Approval to ensure that the Library activities are not interrupted.
- Issues Library Request For Proposal (RFPs), Bids, and participates as a member of the vendor selection committee; facilitates the development of specifications for the Detroit Public Library (DPL) Requests for Quotes, Invitations to Bid, and Request for Proposals to obtain goods and services for the library; and announces the requests via the DPL website, various newspaper publications, related trade publications, and the website of the Michigan Minority Business Development Counsel.

## **JOB DESCRIPTION**

### **Library – Procurement Manager**

#### **PRIMARY DUTIES AND RESPONSIBILITIES (Continued):**

- Analyzes market conditions and ensures a competitive environment for the acquisition of materials and services; maintains vendor contracts, insurance contracts, inventory listings, capital expenditures listings, such as vehicles and buildings; prepares or assists in the preparation of contracts for use by the DPL; and negotiates rates and prices for goods and services for the DPL.
- Maintains Library insurance policies and ensures that the organization is properly insured.
- Maintains records for Library rare books, rare materials, Fine Arts, and valuable antiques.
- Plans and conducts special projects as directed; makes quarterly visits to each agency and branch location to ensure all purchasing related activities are running smoothly and our customers are satisfied with the services that are provided by the purchasing staff.
- Provides support to the Library – Executive Director, Finance and Business Services on matters as directed; participates on a variety of committees; prepares and presents reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Library policies and procedures, rules and regulations.
- Ensures an environment of customer-responsive services, providing customer-responsive service and handling customer service issues.
- Plans, directs, coordinates, and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary; provides advice and counsel to staff; develops developmental work plans for staff; implements or recommends corrective actions, discipline and termination procedures as appropriate/necessary.
- Performs other duties as assigned or required.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Business Administration, Purchasing/Procurement Materials Management, or related field, and five years of experience leading and supervising a high-volume government or non-profit organizations purchasing and procurement activities including contract administration and contract writing; and two years supervisory experience.

##### **Required Licenses or Certifications:**

- Must possess a valid State of Michigan Driver's License.
- Must possess certification as a Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM).

##### **Required Knowledge of:**

- Managerial, organizational, and leadership principles and practices.
- Procurement methods and procedures of a large-scale centralized purchasing function including buying, quality assurance, contract administration and contract law.
- Commodity markets and price trends.
- Various grades, qualities, and varieties of materials, supplies, and equipment.

## **JOB DESCRIPTION**

### **Library – Procurement Manager**

- Project management principles and practices.
- Office management principles, practices, and procedures.
- Accounting practices as applied to procurement procedures.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Supervisory principles, practices, and methods.
- Customer service standards and procedures.

### **Required Skill in:**

- Interacting with people of different social, economic, and ethnic backgrounds.
- Analyzing and awarding bids.
- Enforcing policies and procedures to adhere to procurement laws.
- Preparing specifications for materials, supplies and services.
- Effectively negotiating with vendors, contractors, etc. to obtain the most effective prices and contract terms for goods and services purchased by the Library.
- Supervising, leading, and delegating tasks and authority.
- Presenting ideas and concepts orally and in writing.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, vendors and the general public.

### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment.
- Subject to sitting, walking, bending, and reaching.