

CITY OF RIVERSIDE

8676 (NC)

HUMAN RESOURCES DEPARTMENT05/25/10**CLASSIFICATION SPECIFICATION****TITLE:****PURCHASING AND RISK MANAGER (NON-CLASSIFIED)****DEFINITION**

Under general direction, to plan, organize, supervise and direct the City-wide functions and activities of the purchasing and risk management divisions; to purchase supplies, materials, equipment and services and operate central stores, publishing services, workers' compensation, occupational and industrial safety and messenger services and/or programs; to conduct insurance or self-insurance selection including risk identification and evaluation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Finance Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises general supervision over professional, para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Plan, assign, supervise and review the work of the Risk Management and Purchasing division staff.
- Plan, organize, and direct the municipal purchasing, central stores, publishing services and messenger service operations.
- Review major purchase requisitions; approve requisitions for conformity with established procedures; assign requisitions to Procurement and Inventory Control Specialists for action; make major equipment purchases.
- Process all Public Works projects for formal bidding.
- Conduct pre-bid specification review conferences with bidders and City officials to resolve conflicts and misunderstandings regarding bids.
- Supervise and participate in development of bid specifications; receive, open, analyze and publicly read bids, and make recommendations on major purchases.
- Prepare periodic reports.
- Provide information on purchasing, central stores, publishing services and messenger service policies, regulations and procedures.
- Review budget requirements for all departments for capital equipment purchases and monitor monthly expenditures for purchasing, publishing services and central stores.

- Confer with municipal officials regarding purchasing activities such as development of specifications and standardization.
- Prepare and administer the budget for the divisions.
- Organize and direct the City-wide risk management program; establish and enforce safety policies and procedures.
- Receive and analyze all liability claims against the City, evaluate the City's liability, and coordinate the adjustment, defense or settlement of claims with the City Attorney where litigation is involved.
- Supervise the administration of the City's workers' compensation program.
- Review, evaluate and report on the effectiveness of the comprehensive risk management program such as safety, loss control, claims management and related areas.
- Study and analyze the degree of exposure City properties have regarding various types of casualties.
- Survey the City's facilities, programs and operations to identify hazards and potential liabilities and to evaluate related insurable risks.
- Coordinate loss control training and direct safety activities to avoid or reduce accident exposure.
- Obtain the most cost effective insurance plan for each risk or recommend other alternatives to insurance coverage.
- Determine the various feasible alternatives which will protect City assets and minimize City exposure to general and workers' compensation liability risks.
- Review current insurance legislation and analyze current insurance developments and their importance to the City.
- Recommend the employment of special consultants when appropriate.
- Negotiate and administer insured and self-insured plans, recommend programs, monitor coverage and claims experiences, and project costs and program effectiveness.
- Establish general insurance requirements for contracts the City enters into, and review contracts to ascertain where insurance clauses are appropriate.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency procurement and materials management processes.
- Commodity markets, marketing practices and commodity pricing methods.
- Materials management and warehousing methods and practices including inventory control procedures.
- Principles and practices of risk management and asset protection programs.
- Risk avoidance and transfer.
- Financial and legal requirements for developing, implementing and administering self-insurance plans.
- Laws of contracts relating to risk management and asset program protection.

- Insurance companies, policies and procedures regarding claims and reserves.
- Federal, state and municipal purchasing laws and procedures.
- State of California Labor Code and Workers' Compensation Law.
- Principles, practices, methods and techniques of safety program development, implementation and administration.
- California State Labor Code relative to industrial safety, the Occupational Safety and Health Act, and other applicable state and federal laws.
- Safety training methods, principles and techniques.
- Budget and accounting procedures and practices.
- Governmental publishing services and messenger service.
- Computerized purchasing, inventory and accounting systems.
- Types of supplies, materials and equipment commonly used by the municipal utilities, including terminology and nomenclature.
- Public Works and bidding process for public projects.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Supervise, train, and evaluate professional, technical, and clerical staff members.
- Communicate clearly and concisely, orally and in writing.
- Analyze, evaluate, and modify purchasing methods and procedures.
- Interpret and explain City purchasing, central stores, publishing services, and messenger service policies and procedures.
- Understand, interpret, and apply State Labor Code, Workers' Compensation Law, and City regulations.
- Analyze insurance policy provisions to determine the existence and extent of liability.
- Analyze, classify and rate risks, exposure and loss expectancy.
- Examine and interpret financial statements of applicant companies to determine solvency.
- Collect, interpret and evaluate data.
- Methodically evaluate reasons to validate conclusions and define and select alternatives.
- Rationalize and project the consequences of decisions and/or recommendations.
- Formulate policies, plan, coordinate and initiate actions necessary to implement decisions.
- Interact with personnel at all organizational levels and on occasion function in stressful situations requiring persuasion and negotiation.
- Act as liaison to advise and/or resolve differences between departments and outside agencies.
- Initiate, plan and complete work assignments with a minimum of direction and control.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in purchasing, business administration, public administration, marketing or a related field. A Purchasing Manager Certificate is highly desirable.

Experience: Five years of progressively responsible management experience in a large scale governmental agency, including experience with commercial purchasing, warehousing, inventory control procedures, central printing, risk management, safety and workers' compensation programs.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicles Operators License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Purchasing and Risk Manager

TO: