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Purchasing Manager

JOB CODE	JOB FAMILY	PROFILE
JCM430	**Financial Services**	**Purchasing Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 14, 2026**

The Purchasing Manager provides strategic and operational leadership for the County's procurement and contracting functions, ensuring compliance, cost-efficiency, and service excellence. This role oversees a team of professional and technical staff, directs complex procurement processes, and advises executive leadership on procurement strategy, risk management, and contract negotiations. The position requires strong leadership, financial acumen, and a thorough understanding of public sector procurement laws and best practices.

Job Description

DUTIES AND RESPONSIBILITIES

- Lead, manage, and oversee the County’s centralized procurement function, ensuring alignment with strategic goals and compliance with local, state, and federal laws and regulations.
- Translate County-wide strategic initiatives into operational procurement processes and performance goals; lead implementation of innovative procurement solutions.
- Direct complex procurement and contract processes, including competitive solicitations, multi-departmental agreements, and high-risk negotiations.
- Supervise, evaluate, and develop procurement staff; set performance expectations and lead workforce planning and development.
- Ensure procurement processes align with the New Mexico Procurement Code and County ordinances.
- Ensure continuous improvement by recommending and implementing process enhancements, procurement technologies, and internal controls.

- Analyze bids, RFPs, and technical data for accuracy and responsiveness.
- Negotiate prices and contract terms, ensuring quality and warranty coverage.
- Serve as a procurement advisor to senior executives and elected officials; provide guidance on vendor management, sourcing strategies, and cost optimization.
- Authorize final contract recommendations and ensure risk mitigation through appropriate terms and conditions.
- Oversee compliance with procurement policies, procedures, and audit requirements; lead responses to internal and external procurement audits.
- Collaborate with department directors and legal counsel to ensure procurement strategy supports department operations and County goals.
- Direct research and analysis of technical data to inform solicitation methods, contract awards, and vendor performance evaluation.
- Lead development and training on procurement procedures across the organization to build procurement capability at all levels.
- Manage relationships with suppliers, vendors, and contractors to ensure service quality, cost-effectiveness, and resolution of disputes.
- Prepare and present procurement reports, performance metrics, and budgetary forecasts to executive leadership.
- Represent the County on procurement-related boards and committees; liaise with state and local agencies on procurement policy matters.
- Oversee sensitive, confidential, and high-impact procurement transactions with discretion and integrity.
- Incumbents in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality. A single position may not include all the duties listed above. The allocation of positions will be determined by the amount of time spent performing the essential duties described.
- Perform other job-related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business or Public Administration, or a related field.
- Nine (9) years of professional-level work experience in purchasing, procurement, or a related field.
- Two (2) years in a supervisory or management capacity.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most duties are performed indoors in a temperature-controlled environment.
- Work surfaces are generally flat and may be carpeted or tiled.
- Work may require occasional use of stairs.
- Exposure to moderate noise and other workplace hazards is possible.
- Works independently for extended periods; may also collaborate with small teams or work groups.

EQUIPMENT, TOOLS AND MATERIALS

- Common office equipment used includes telephone, computer, fax machine, photocopier, and pager.
- Materials handled may include paper documents, reports, office supplies, and a variety of standard forms.