

CAREER GUIDE FOR PURCHASING MANAGER

SOC Code: 11-3061

Pay Band(s): 4,5, 6 and 7 ([Salary Structure](#))

Standard Occupational Description: Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.

Purchasing Manager positions in the Commonwealth are assigned to the following Roles in the [Procurement Services Career Group](#):

[Procurement Manager I](#)

[Procurement Manager II](#)

[Procurement Manager III](#)

[Procurement Manager IV](#)

While Purchasing Managers within the Commonwealth are all located within the Procurement Services Career Group, individuals may want to pursue other opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Financial Services](#)

[General Administration](#)

[Program Administration](#)

SKILLS, KNOWLEDGE, ABILITIES AND TASKS

(Technical and Functional Expertise)

Skills

Note: *The technical and functional skills listed below are based on general occupational qualifications for Purchasing Managers commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Talking to others to convey information effectively.
2. Motivating, developing, and directing people as they work, identifying the best people for the job.
3. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
5. Understanding written sentences and paragraphs in work related documents.
6. Using mathematics to solve problems.
7. Adjusting actions in relation to others' actions.

8. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
9. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
10. Determining how money will be spent to get the work done, and accounting for these expenditures.

Knowledge

Note: *The technical and functional knowledge statements listed below are based on general occupational qualifications for Purchasing Managers commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Knowledge** of:

1. Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
2. Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
3. Arithmetic, algebra, geometry, calculus, statistics, and their applications.
4. Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
5. Automated procurement systems, e-commerce and e-procurement.
6. Project management in complex environment.
7. Research, analysis and quantitative methodology and write technical reports.

Abilities

Note: *The technical and functional abilities listed below are based on general occupational qualifications for Purchasing Managers commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Ability** to:

1. Speak clearly so others can understand you.
2. Communicate information and ideas in speaking so others will understand.
3. Choose the right mathematical methods or formulas to solve a problem.
4. Read and understand information and ideas presented in writing.
5. Apply general rules to specific problems to produce answers that make sense.
6. Generate or use different sets of rules for combining or grouping things in different ways.
7. Communicate information and ideas in writing so others will understand.
8. Add, subtract, multiply, or divide quickly and correctly.
9. Listen to and understand information and ideas presented through spoken words and sentences.
10. Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Tasks

Note: The following is a list of sample tasks typically performed by Purchasing Managers. Employees in this occupation will not necessarily perform all of the tasks listed.

Tasks

1. Analyze market and delivery systems in order to assess present and future material availability.
2. Control purchasing department budgets.
3. Develop and implement purchasing and contract management instructions, policies, and procedures.
4. Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
5. Interview and hire staff, and oversee staff training.
6. Participate in the development of specifications for equipment, products or substitute materials.
7. Prepare reports regarding market conditions and merchandise costs.
8. Resolve vendor or contractor grievances, and claims against suppliers.
9. Review purchase order claims and contracts for conformance to company policy.
10. Review, evaluate, and approve specifications for issuing and awarding bids.
11. Provide technical consulting and training services.

INTERESTED?

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

The occupation of Purchasing Manager has **Enterprising, Conventional** and **Social** characteristics as described below:

Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS

Generally this is not required for Purchasing Manager positions in state government.

However, professional certification is becoming increasingly important.

In Federal, State, and local government, the indications of professional competence are Certified Professional Public Buyer (CPPB) and Certified Public Purchasing Officer, (CPPO),

conferred by the National Institute of Governmental Purchasing. Most of these certifications are awarded only after work-related experience and education requirements are met, and written or oral exams are successfully completed. For information, contact National Institute of Governmental Purchasing, Inc.: <http://www.nigp.org>

In private industry, recognized marks of experience and professional competence are the Accredited Purchasing Practitioner (APP) and Certified Purchasing Manager (CPM) designations, conferred by the Institute for Supply Management, and the Certified Purchasing Professional (CPP) and Certified Professional Purchasing Manager (CPPM) designations, conferred by the American Purchasing Society.

Managers with the Commonwealth of Virginia are eligible for the Virginia Certified Manager Program offered by the Department of Human Resources. Web site is <http://www.dhrm.virginia.gov/training/cpm/cpmhome.htm>. This certificate program offers practitioner-oriented course work that builds upon management training programs offered through agencies, colleges, and universities.

Attainment of the Certified Administrative Manager (CAM) designation offered by the Institute of Certified Professional Managers, through work experience and successful completion of examinations, can increase a manager's advancement potential. The Institute of Certified Professional Managers is a certifying organization and offers a management certification program. The Institute is located at James Madison University, Harrisonburg, Virginia. Web site is <http://cob.jmu.edu/icpm>. Management Skills is the theme of the program, which emphasizes the teaching and application of real-world, practical skills and techniques over theories, and critical-thinking skills over rote knowledge.

Certification enhances professional growth and career progression.

EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES

The Department of Labor provides the following information:

Purchasing managers, buyers, and purchasing agents seek to obtain the highest quality merchandise at the lowest possible purchase cost for their employers.

Purchasing managers, buyers, and purchasing agents evaluate suppliers on the basis of price, quality, service support, availability, reliability, and selection. To assist them in their search for the right suppliers, they review catalogs, industry and company publications, directories, and trade journals. Much of this information is now available on the Internet.

Contract specialists and managers at various levels of government award contracts for an array of items, including office and building supplies, services for the public, and construction projects. For example, they may oversee the contract for cleaning services of a government office building to verify that the work is being done on schedule and on budget, even though the cleaners are not government employees. They may use sealed bids to award contracts, but usually establish negotiated agreements for complex items. Often, purchasing specialists in government place solicitations for services and accept bids and offers through the Internet. Government purchasing agents and managers must follow strict laws and regulations in their work, in order to avoid any appearance of impropriety. These legal requirements are

occasionally changed, so agents and contract specialists must keep abreast of the latest regulations.

Most agencies prefer applicants who have completed a bachelor's degree program with a business emphasis. A master's degree may enhance advancement to many top-level purchasing manager jobs.

The State Council of Higher Education (SCHV) lists five Virginia educational institutions offering educational programs in business management and administrative services. They are George Mason University, Marymount University, Old Dominion University, Sweet Briar College, and the University of Richmond.

For additional career information, contact the Department of General Services at:
<http://www.dgs.state.va.us/>

COMMONWEALTH COMPETENCIES

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

The Commonwealth Competencies are:

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to:
http://jobs.state.va.us/cc_planningctr.htm. For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

COMMONWEALTH CAREER PATH

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example: **Purchasing Manager**

PAY BAND	PRACTITIONER ROLES

PAY BAND	MANAGER ROLES
4	Procurement Manager I
5	Procurement Manager II
6	Procurement Manager III
7	Procurement Manager IV

Sample Career Path

Procurement Manager I

The Procurement Manager I role provides career tracks for managers who manage the day-to-day activities and the employees engaged in the purchase and procurement of goods and services; warehouse and storage activities; property control; and the disposition of surplus property.

Procurement Manager II

The Procurement Manager II role provides career tracks for managers of complex procurement and materiel handling functions. Range of duties includes supervising and managing employees who are responsible for statewide storage and inventory systems, centralized procurement and materiel handling activities, contract development and administration, and procurement training, assistance and guidance to vendors, agencies and public entities.

Procurement Manager III

The Procurement Manager III role provides a career track for managers that lead and direct the operations of a large, diverse and complex procurement program. Examples of such may include the state’s central warehouse, the state and federal surplus property program, universities or hospitals/research facilities, or the largest state agencies.

Procurement Manager IV

The Procurement Manager IV role provides a career track for executive-level managers responsible for policies, procedures, and standards, which prescribe and certify a level of professional competence in goods and services procurement. Employees have statutory and regulatory (state and/or federal) responsibilities to provide for the development and maintenance of financially sound, high-quality procurement programs and services.

ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:

O*NET (Occupational Information Network)

http://online.onetcenter.org/gen_search_page

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network

<http://www.vacrn.net/>

Institute for Supply Management:

<http://www.ism.ws>

National Institute of Governmental Purchasing, Inc.:

<http://www.nigp.org>