



## Job Documentation

<b>JOB TITLE:</b> Purchasing Manager	<b>JOB CODE:</b> 903
<b>DEPARTMENT:</b> Central Supply	<b>STATUS:</b> Exempt
<b>SUPERVISES:</b> Central Supply Department	<b>ADDENDUMS:</b> NA
<b>REPORTS TO:</b>	<b>EFFECTIVE DATE:</b> January 2021
	<b>REVISED ON:</b> July 10, 2024

### PRIMARY FUNCTIONS

The Purchasing Manager is responsible for the procurement of all supplies and equipment. Reviews products offered by vendors, examines supply and equipment requests, and orders supplies and equipment while maintaining price control and quality standards in accordance with established purchasing procedures.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

### QUALIFICATIONS

#### Education and/or Experience

- High school diploma or general education degree (GED) required
- Associated degree in Business Administration preferred
- 1-2 years' experience in a related field preferred

#### Certificates, Licensure, Registrations

NA

### GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes



- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

### **SIGNIFICANT DUTIES**

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- Plans, organizes, directs, and controls activities related to the procurement function
- Responsible for overseeing the organization's annual inventory audit and compilation for budgetary and auditing purposes
- Supervises, and directs the work of central supply personnel
- Able to engage in receiving, issuing, and delivering supplies and equipment
- Prepares instructions regarding purchasing systems and procedures
- Analyzes market and delivery conditions to determine availability for materials
- Able to utilize purchasing techniques to ensure quality, price, delivery, and service
- Designs, implements, manages, and monitors procurement reporting systems to meet company requirements
- Maintains suppliers that provide high quality products and services at a better price
- Prepares and issues purchase orders and change notices
- Reviews purchase order claims and contracts for conformance to company policy
- Prepares and reviews contracts, bids, proposals, and vendor agreements for legal correctness, price, and acceptability of items to specifications
- Oversees all activities related to procurement of a commodity, from intent to purchase through delivery of commodity
- Arranges for disposal of surplus materials



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

## Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



## SIGNATURES

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This job description has been approved by all levels of management.

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Manager

Date

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HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee

Date