

Job Title: Procurement Manager**Department:** Purchasing**Location:** Service Center**Reports To:** Director of Enterprise PMO**Job Status:** Full-Time**Pay Status:** Exempt**Job Grade:** 609**Date Created / Updated:** 07/11/2025

Position Summary

The Procurement Manager is responsible for leading the Purchasing and Materials Management Department. The primary function of the department is to acquire goods and services in a fair and transparent manner at competitive prices. The Procurement Manager is responsible for managing the workflows associated with the primary function while developing a collaborative environment with end- users. The position is also responsible for inventory control oversight and warehouse operation, including, but not limited to, maintaining adequate inventory levels.

This position works closely with all leadership positions and is typically one of the first points of contact as a project is kicked off to understand and recommend potential methods for procurement. Must have an advanced/expert level of understanding of Texas statutes and local government codes that affect public procurements. The successful candidate shall serve as a critical advisor to internal stakeholders during the solicitation and contracting phases, working closely with the NBU Legal Department to ensure integrity and procedural fairness throughout the procurement lifecycle.

Essential Duties and Responsibilities.

LEADERSHIP/MANAGEMENT/SUPERVISION

Leadership

- Provides leadership to motivate, supervise, and mentor employees successfully.
- Promotes a positive work environment and encourages teamwork to accomplish results.
- Establishes strategic goals by gathering pertinent business, financial, service, and operations information; identifying and evaluating trends and options; choosing a course of action; defining objectives; and evaluating outcomes.
- Forecasts requirements to accomplish financial objectives; prepare & monitor annual O & M, capital, and personnel budgets; schedule expenditures; analyze variances and initiate corrective actions.
- Demonstrates ability to develop and implement innovative processes and best practices to promote continuous process improvement.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional associations.

Management & Supervision

- Maintains productivity standards through proper planning and managing workflow.
- Reviews and approves purchases and payroll time entry for division.
- Prepares monthly and quarterly reports, board reports, and presentations.
- Attends managers' meetings and disseminates appropriate information to direct reports and staff.
- Ensures personnel are safety conscious and always adhere to NBU safety guidelines and practices.
- Demonstrates ability to communicate effectively both in written and oral modes.
- Understands and prioritizes the management of an efficient workflow using a collaborative approach.

ENSURE STATUTORY, POLICY, PROCEDURAL AND BEST PRACTICE COMPLIANCE

- Stays current with all statutes and regulations relating to public procurement for municipalities.
- Reviews requisitions and contracts to ensure compliance with established Texas statutes and NBU policy thresholds.
- Provides training and guidance to all NBU employees on matters relating to procurement requirements.
- Attends procurement and other related classes to stay current on best practices for public procurement.
- Develops policies and procedures related to procurement and inventory management at NBU.
- Ensures personnel are safety conscious and always adhere to NBU safety guidelines and practices.

MAINTAIN INVENTORY AT THE MOST ECONOMICAL AND PRACTICAL LEVEL

- Oversees Materials staff to run inventory analysis reports to determine usage, turnover, on-hand balances, and months of inventory available to plan and maintain appropriate inventory levels.
- Performs research of market trends by communicating with vendors, reading trade magazines, doing internet research, and applying knowledge to plan, purchase, and adjust inventory levels.
- Maintains open lines of communication with NBU staff to stay informed about upcoming projects.

PROVIDE PROCUREMENT AND OTHER SERVICES

- Reviews capital projects and equipment budgets to determine procurement requirements.
- Develops and coordinates procurement training for all levels of NBU employees.

OVERSEE CONTRACT AWARDS AND ACTIVITY

- Oversees development, release, and award associated with requests for bids, quotes, proposals.
- Oversees award of contracts, including negotiations as necessary.
- Tracks contract activity and expirations dates to initiate appropriate procurement action preventing gaps in the availability of goods or services that may negatively impact NBU operations.
- Tracks contract usage against established limits and prepare a quarterly change order report for submission to the Board.

DEVELOP AND MAINTAIN A BUDGET FOR DIVISION

- Reviews historical usage of funds to help determine future requirements.
- Discusses upcoming capital and operational needs with team members.
- Works with CAO to ensure recommended budget meets with NBU and departmental goals.
- Tracks expenditures and compare actual to budgeted balances.

GENERAL RESPONSIBILITIES

- Maintains regular attendance and manages the leave schedule to ensure adequate coverage for the timely completion of tasks, assignments, and projects to avoid any adverse impact on NBU's operations.
- Adheres to NBU safety guidelines and practices always.
- Maintains a clean and safe work area, office, field site, and vehicle as applicable
- Develops & maintains effective customer service skills for communications with co-workers, customers, and the public in general
- Maintains strict confidentiality of business, employee, and customer information in written and oral communications and safeguard sensitive documents.
- Adheres to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, and Safety
- Participates in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

Field of Study: Supply Chain, Business, Law,

Economics, Communications, English

Work Experience Time Frame: Five Years or More

Other: - In lieu of a degree five years directly related experience and three + years supervisory experience may substitute for degree requirement

- Business degree or other degree.

Certification and Licensures Requirements

- A valid Texas Driver's License is required to operate a company vehicle when necessary.

- Must be certified CPPB or be able to acquire certification within 12 months.

Other Minimum Qualifications

- Experience in procurement is required.

- Ability to manage work flow, be adaptable, solve problems, be flexible and plan properly is a must.

- Certification by the National Institute of Governmental Purchasing (NIGP) is preferred.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Physical Demands

Standing: Occasionally

- ☒ Making Presentations
- ☒ Observing Work Site
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Offices/Office Equipment
- ☒ Around Worksite

Lifting: Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Carrying: Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Rarely

- ☒ For Supplies
- ☒ For Files

Handling: Occasionally

- ☒ Paperwork
- ☐ Monies

Kneeling: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Rarely

- ☒ Stairs
- ☐ Ladder
- ☒ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Rarely

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Rarely

- ☐ On Ladder
- ☐ On Equipment
- ☒ On Step Stool

Bending: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Rarely

- ☐ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Rarely

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public

Other

Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: [Click or tap here to enter text.](#)

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date