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## Alabama State Port Authority Job Description

Job Title: **Procurement Manager**  
Job Code: **2250312**

Job Class: **Corp**  
FLSA Status: **Exempt**

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### Job Summary

The Procurement Manager will be responsible for the management, administration, and supervision of the Port Authority's purchasing program. This role demands strategic thinking, strong negotiation skills, and an understanding of market dynamics to optimize procurement strategies and drive cost efficiency.

### Essential Functions

1. Leads the procurement team by developing and implementing procurement strategies, goals, and objectives.
2. Oversees the procurement process, ensuring the timely and cost-effective acquisition of goods and services while maintaining quality standards.
3. Manages vendor relationships, negotiates contracts, oversees supplier relations, and identifies cost-saving opportunities.
4. Communicates regularly with management regarding the efficient flow of goods and services, cost analysis, and sets benchmarks for improvement.
5. Leads and mentors the procurement team and provides guidance and support to achieve departmental goals.
6. Assists in the hiring and training of purchasing staff members to carry out purchasing tasks.
7. Develops and implements inventory policies and procedures.
8. Analyzes inventory data to identify discrepancies and opportunities for improvement.
9. Prepares and presents regular reports on inventory status, utilization, and discrepancies for senior leadership.
10. Other duties as assigned.

### Supervisory Responsibility

Incumbents in this job typically supervise a small team of Buyers responsible for requisitions for all Port Departments. Supervisory duties include training, developing, assisting and assigning tasks to these employees, as well as performance reviews.

## Minimum Required Education and Experience

	Minimum	Focus Areas
<b>Education</b>	4-year college degree	Business, Supply Chain Management, or related degree
<b>Experience</b>	5 years	Work in procurement, supply chain management, or purchasing

**Substitutions allowed for Education:** Experience may substitute for education on a year-for-year basis beyond the required experience.

**Substitutions allowed for Experience:** Indicated experience is required.

### Minimum Required Knowledge:

Demonstrated leadership experience.

Knowledge or experience with Source Selection and Contract Award and Closeout.

Contract experience related to Best Value Contracts, Firm-fixed Price Contracts, and dealings with Professional Services Contracts.

Excellent analytical skills.

Effective communication and interpersonal skills.

### Certification or Licensure Requirements

Certification in Procurement or Supply Chain Management (e.g., CSCP, CPSM) is preferred but not required.

### Physical Requirements/ADA

Prolonged periods of sitting at a desk and working on computer. Occasionally requires standing and lifting up to 25 pounds.