

Hibbing Public Utilities Position Description

Title	Purchasing and Process Risk Manager
Classification	Exempt
Department	Administration

Date of last evaluation
Points Total
Commission Approved 10/26/2021

Supervisor: Utility Financial Controller

Supervisory Responsibility: Warehouse and Project Managers as assigned

Overview: Responsible for all activities of procurement, project management, and IT infrastructure including capital budget performance, management, and supervision.

DUTIES

Purchasing and Inventory

- Supervise all aspects of the purchasing and procurement process in compliance with HPU purchasing policies and applicable tax, governmental entity, and utility risk management guidelines
- Advises on purchasing policy and process efficiency improvements
- Manages requests for proposals and quotes
- Manages vendor communication
- Manages inventory processes

Project and Risk Management

- Manages internal and external projects to meet compliance and advises changes to operating plans and schedules
- Works with the Utility Financial Controller to create a Utility Risk Management Plan to identify operational and strategic risks to the utility and advises on recommendations to meet the Utility Risk Management Plan
- Manages capital projects and timeline in coordination with approved capital budget, employee specifications vendors, and ensure information is shared across the organization

Information Technology Infrastructure

- Responsible for HPU Information Technology policies, systems and infrastructure ensuring IT vendor requirements are managed and performance meets HPU's standards
- Implements and is responsible for HPU software and infrastructure projects, including Cassell, DeltaV, SOMAX, GIS and other IT projects as needed

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties may be assigned.

Required Education and Experience

- Bachelor Degree in Business, Finance, Accounting, IT, or related field or equivalent education and experience required

Preferred Education and Experience

- Utility experience preferred

Additional Eligibility Qualifications

- Must be able to effectively communicate with individuals at all levels, both inside and outside the Utility
- Certifications in process improvements, CPA/CFA, business requirements management, Risk Management

Minimum qualifications

Class D Driver License

Physical Requirements

- 50% sitting, 25% standing, 25% walking, lifting up to 100 lbs

Safety

Responsible for compliance with all OSHA, Utility, and regulatory agency safety regulations and requirements, as applicable to the duties of the job.

Signatures

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

General Manager

Signature

Date

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

Employee

Signature

Date