

2001 Fla. League of Cities Survey

46

148 PURCHASING AGENT

City	Minimum	Maximum	Actual Average	Match	No Incumbent	Above?	Title
Bay County	36,691	61,984	59,301	S	1		Purchasing Agt
Boca Raton	57,800	78,048	68,452	H	1	Y	Purchasing Mgr
Boynton Beach	49,022	73,534	63,564	S	1	Y	Purch Agt/Dpty Fin Dir
Brevard County	24,107	37,356	25,760	S	2	Y	Purchasing Agt
Cape Coral	43,326	69,285	62,338	S	1	Y	Procurement Div Mgr
Charlotte County	50,190	72,776	64,122	H	1	Y	Purchasing Dir
Clearwater	35,000	80,000	63,640		1		Purchasing Mgr
Collier County	33,653	55,527	38,844	S	3	Y	Purchasing Agt
Coral Springs	54,000	81,000	62,947	S	1	Y	Purchasing Admin
Davie	37,236	49,899	49,899	L	1	N	Procurement Mgr
Daytona Beach	37,689	56,534	47,111	S	1	Y	Purchasing Agt
Deerfield Beach	39,065	60,938	60,938	S	1	Y	Purchasing Agt
Delray Beach	42,764	64,126	40,476	S	1		Purchasing Supv
Deltona	33,669	49,157	37,690	S	1	Y	Purchasing Agt
Escambia County			54,419	S	1	Y	Purchasing Dir
Fort Lauderdale	64,251	93,038	84,302	S	1	Y	Purchasing Mgr
Gadsden County							Included in # 128
Gainesville	40,200	60,452	60,452	S	2	Y	Purchasing Mgr
Hialeah			48,337	L	1		Purchasing Dir
Hollywood	50,000	100,000	80,308	S	1	Y	Purch/Materials Mgmt Dir
Indian River County	41,027	61,551	60,443	S	1	Y	Purchasing Mgr
Jacksonville	60,000	95,000	79,052	S	1	Y	Procurement/Supply Chief
Lake County	46,197	73,902	63,690	H	1	Y	Procurement Serv Dir
Lakeland	49,899	70,221	70,221	S	1	Y	Purchasing Mgr
Lauderhill	36,190	51,753					Purchasing/Asset Mgr
Manatee County	49,483	75,504	70,221		1		Purchasing Div Mgr
Margate	44,311	62,167	62,167	S	1		Purchasing Mgr

1

City	Minimum	Maximum	Actual Average	Match	No Incumbent	Above?	Title
Marion County	41,018	67,704	52,080	S	1	Y	Purchasing Dir
Martin County	27,973	42,971	37,668		2	Y	Sr Buyer
Melbourne	40,411	61,256	60,055	S	1	Y	Purchasing Mgr
	69,489	107,654		S	1		Purchasing Dir
Miami	36,864	59,110	50,831	S	2		Sr Procurement Spec
Miami Beach	35,101	42,121	37,597	S	1	Y	Purchasing Agt
Miramar	35,435	51,381	57,408	L	1	Y	Purchasing Supv
Monroe County	38,625	57,408	52,104	S	1	Y	Purchasing Agt
North Miami	50,585	85,987	53,147	S	1	Y	Purchasing Dir
Okaloosa County	41,330	57,866	42,463	S	6	Y	Purchasing Agt
Orange County	38,105	57,158	46,967	H	4		Purchasing Agt III
Orlando	40,613	56,858	93,282	S	1	Y	Purchasing Mgr
Palm Bay	71,834	108,937	84,853	S	1	Y	Purchasing Dir
Palm Beach County	70,470	105,726	65,665	S	1	N	Purchasing Div Dir
Pembroke Pines	20,000	87,000	40,363	L	1	Y	Admin Asst
Pensacola	39,250	53,325	59,675	S	2	Y	Purchasing Mgr
Plantation	53,476	74,838	58,188	S/H	1	Y	Purchasing Dir
Polk County	41,354	58,188	52,894	S	1	Y	Purchasing Agt
Pompano Beach	50,378	63,277	52,730	S	1	Y	Dpty Dir - OMB
Port St Lucie	39,906	75,025	65,000	S	1	N	Purchasing Mgr
Sarasota	50,017	54,496	40,612	S	1	Y	Procurement Mgr
Sarasota County	29,453	65,616	47,800	S	2	Y	Sr Buyer
Seminole County	45,041	90,975	88,525	S	1	Y	Purch & Material Mgmt Dir
St Johns County	62,238	40,073	42,654	S	1	Y	Purchasing Spec
St Petersburg	23,338	53,664	74,668	S	2	Y	Purchasing Agt I
Sunrise	48,693	85,567	70,000	S	1	Y	Purchasing/Contracts Mgr
Tallahassee	60,800	80,355	68,058	S	1	Y	Purchasing Dir
Tamarac	53,570	44,362	58,313	S	1		Purchasing/Contracts Mgr
Volusia County	44,362	69,157	58,313	S	1		Purchasing Dir
West Palm Beach				S	1		Purchasing/Contracts Mgr
Average							

2

148 Purchasing Agent - Coordinates the purchasing of a wide variety of supplies, materials and equipment for departments. Bachelor degree in business, public relations, marketing, or a related field and five years of experience.

150 Community Redevelopment Agency Director - Responsible for initiating, planning and directing the implementation of the adopted redevelopment plan; will require negotiating and packaging redevelopment projects. Individual should have experience in economic development, public relations, and urban revitalization; also requires knowledge of financial packaging for development projects. Ability to coordinate public system with private sector activity. Bachelor degree (planning, business administration or related field) and two (2) years experience in economic development and/or downtown revitalization. Individual works directly for City Council appointed five-member Agency.

152 Risk Manager - Directs and coordinates a claims and safety program. Master degree in finance, accounting, or a related field or bachelor degree with considerable experience in general liability, property damage and workers' compensation, including supervisory experience.

154 Social Services Director - Directs family, health and veterans services, or other social programs. Bachelor degree in social science or a related field and four years of responsible experience in social service programs, including one year of supervisory experience.

156 Transportation Director - Directs traffic planning, traffic operations, computer system development, street design and traffic related inspections. Bachelor degree in engineering and experience in traffic planning, design, construction and/or management. Registration as a Professional Engineer in the State of Florida is required.

158 Water Utilities Director - Directs the overall operation of the water utility system. Similar to the Public Utilities Director, but without a sewer system.

160 Zoning Director - Directs and coordinates the planning, inspection and enforcement of regulations relating to zoning, landscaping and signage. Interprets and recommends changes in provisions governing land development. Bachelor degree in planning, public administration or related field with four years progressively responsible experience in public zoning or development regulations with supervisory experience.

PROFESSIONAL

200 Accountant - Entry level professional accounting work in the preparation, analysis and verification of fiscal records. Bachelor degree in accounting or business administration, with major course work in accounting.

202 Administrative Assistant - Administrative work assisting a department head or the city manager. Studies, analyses and evaluates the organization, develops recommendations, identifies and solves administrative and management problems. Provides technical assistance to other personnel in implementing new or modified systems. Bachelor degree with experience in public administration preferred.

W

2001

Survey of
**Management
Salaries**
in Local Publicly Owned
Electric Utilities



American Public Power Association

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Washington, D.C. 20037-1484
202/467-2900

www.APPAnet.org

Survey of Management Salaries In Local Publicly Owned Electric Utilities, 2001

The 2001 Survey of Management Salaries in Local Publicly Owned Electric Utilities was conducted by the American Public Power Association with responses from 662 public power systems. Joint action agencies and utilities operated primarily as wholesalers are not included in this report. Utilities reported annual salaries for selected managerial occupations as of May 1, 2001. One labor category is included in the national summaries – Journeyman Electric Lineworker. Since lineworkers are common to most distribution utilities, this data can often be used as a benchmark for relative comparisons of other positions within the same organization.

One new position was added to the survey this year – “Key Accounts Manager”. A total of 82 utilities reported a salary for this position.

Chief Executive Officer Salaries of Investor-Owned Utilities are included in Appendix A and complete job descriptions are included in Appendix B.

The data collected on this survey are summarized in the following tables:

Overview of Survey Respondents

Revenue and Customers, by Revenue Class	Table 1A
Revenue and Customers, by Customer Size Class	Table 1B
Electric Utilities Providing Additional Services	Table 1C

National Salary Summaries

All Managerial Occupations	Table 2A
General Managers, by Revenue Class	Table 2B
General Managers, by Customer Size Class	Table 2C
Journeyman Electric Lineworkers, by Revenue Class	Table 2D
Journeyman Electric Lineworkers, by Customer Size Class	Table 2E

All Managerial Occupations, by Utility Revenue Class Tables 3A-H

All Managerial Occupations, by Customer Size Class Tables 4A-H

General Manager Salaries, by Type of Utility & Revenue Class Table 5A

General Manager Salaries, by Type of Utility & Customer Class Table 5B

General Managers Percent Change in Salary (1998 to 1999) Table 6

City Managers

By Revenue Class	Table 7A
By Customer Size Class	Table 7B
By Percentage of Time Dedicated to Utility Operations	Table 7C

Table 2A is a national summary of all occupations surveyed. General Managers only are reported by revenue class in table 2B and by customers served in table 2C. Journeyman Electric Lineworker data are shown in tables 2D-E.

**Table 2A: Annual Salaries, by Occupation
Publicly Owned Electric Utilities, (Excluding Joint Action Agencies), May 2001**

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	527	\$84,768	\$58,655	\$78,000	\$99,320
Assistant General Manager	165	77,385	55,120	70,782	92,098
Chief Engineer	192	73,120	59,033	71,521	82,298
Director of Power Supply Planning	82	91,195	73,684	88,004	99,289
Steam Plant Superintendent *	138	64,070	46,404	60,150	76,000
Supervisory Engineer **	236	62,286	48,075	60,929	72,692
Line Division Superintendent ***	425	58,594	44,574	55,650	68,726
Construction Superintendent	116	65,203	51,833	62,038	74,090
Chief Financial Manager	334	67,019	50,400	62,979	78,079
Chief Accountant	152	60,246	44,648	56,539	70,298
Rate Analyst	51	61,918	46,000	63,026	76,528
Personnel Director	127	70,577	53,497	66,833	80,804
Director of Customer Services	207	58,343	39,960	51,834	72,462
Data Processing Manager	137	70,027	53,560	65,713	78,275
Communications Director	83	64,289	48,131	60,276	76,812
Staff Legal Counsel	43	93,478	61,816	85,000	115,627
Fuels Manager	27	77,120	55,848	76,622	93,562
Purchasing Director	144	57,923	43,581	54,539	67,339
Marketing Director	58	66,980	47,101	62,391	81,764
Key Accounts Manager	82	62,362	48,257	61,294	74,872

- Production Superintendent for utilities with \$10 million or less in electric revenues are included in this occupational classification.
- Operations Superintendent for utilities with \$10 million or less in electric revenues are included in this occupational classification.
- Line Superintendent for utilities with \$10 million or less in electric revenues are included in this occupational classification.

**Table 3: Annual Salaries, by Revenue Class
Publicly Owned Electric Utilities, (Excluding Joint Action Agencies), May 2001**

— Continued.

3F. Revenue Class : \$20 - \$50 Million

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	102	\$95,881	\$81,411	\$94,384	\$109,080
Assistant General Manager	38	78,804	67,600	77,959	91,680
Chief Engineer	65	68,338	56,534	68,952	76,459
Director of Power Supply Planning	25	77,728	68,285	81,192	87,711
Production Superintendent	22	68,446	62,000	66,838	72,462
Operations Superintendent	41	67,853	61,267	69,000	73,569
Line Superintendent	83	65,964	56,840	65,915	75,963
Construction Superintendent	38	60,464	49,358	58,240	70,979
Chief Financial Manager	76	68,498	58,123	67,308	77,278
Chief Accountant	51	53,384	43,763	52,224	62,004
Rate Analyst	10	49,975	41,350	45,938	60,901
Personnel Director	38	56,938	48,117	54,000	65,686
Director of Customer Services	55	53,277	39,187	50,536	65,124
Data Processing Manager	47	59,989	50,508	61,129	72,213
Communications Director	18	51,948	39,541	51,519	58,716
Staff Legal Counsel	8	66,994	(^a)	64,908	(^a)
Fuels Manager	2	(^b)	(^a)	(^b)	(^a)
Purchasing Director	48	\$47,706	\$38,922	\$46,870	\$55,110
Marketing Director	19	56,253	41,832	52,593	70,692
Key Accounts Manager	23	55,437	48,257	52,900	69,714

See footnotes at end of table.

3G. Revenue Class : \$50 - \$100 Million

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	41	\$105,602	\$92,511	\$103,126	\$120,533
Assistant General Manager	17	91,758	78,363	90,896	104,160
Chief Engineer	32	75,813	67,768	74,220	84,393
Director of Power Supply Planning	11	90,657	77,064	93,329	96,500
Production Superintendent	16	73,161	59,599	71,956	86,318
Operations Superintendent	28	68,369	58,834	66,919	75,405
Line Superintendent	35	68,291	61,089	68,660	75,548
Construction Superintendent	20	61,650	51,397	61,225	68,932
Chief Financial Manager	31	81,284	75,000	79,882	84,504
Chief Accountant	25	56,597	44,491	59,451	65,574
Rate Analyst	12	58,194	38,943	55,185	76,935
Personnel Director	30	70,930	62,982	72,475	75,600
Director of Customer Services	27	65,413	55,118	58,926	74,548
Data Processing Manager	29	69,783	61,110	67,158	77,126
Communications Director	21	54,416	47,507	54,121	61,276
Staff Legal Counsel	10	81,603	54,537	77,544	92,511
Fuels Manager	5	51,848	(^a)	52,260	(^a)
Purchasing Director	28	58,393	\$50,881	55,667	\$63,075
Marketing Director	13	58,677	43,080	60,486	71,614
Key Accounts Manager	22	56,571	46,003	58,863	65,000

See footnotes at end of table.

**Table 3: Annual Salaries, by Revenue Class
Publicly Owned Electric Utilities, (Excluding Joint Action Agencies), May 2001**

— Continued

3H. Revenue Class : \$100 Million or more

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	44	\$177,237	\$138,923	\$162,982	\$212,502
Assistant General Manager	24	137,540	113,010	134,221	166,844
Chief Engineer	28	102,877	88,713	103,324	116,297
Director of Power Supply Planning	32	110,739	94,252	107,735	127,842
Production Superintendent	24	97,359	84,184	96,344	114,109
Operations Superintendent	38	88,892	75,629	85,853	101,796
Line Superintendent	41	93,758	77,126	89,616	102,600
Construction Superintendent	34	79,824	65,811	76,260	91,000
Chief Financial Manager	39	116,991	94,140	112,610	137,758
Chief Accountant	37	83,087	65,000	81,324	102,648
Rate Analyst	28	67,179	57,002	68,880	77,469
Personnel Director	35	95,367	77,840	89,318	113,820
Director of Customer Services	37	97,709	79,542	95,640	110,721
Data Processing Manager	31	100,732	79,542	96,536	116,691
Communications Director	34	82,508	65,777	80,913	93,870
Staff Legal Counsel	18	122,784	99,965	117,458	152,520
Fuels Manager	19	87,328	76,344	83,570	101,556
Purchasing Director	34	82,174	69,950	81,411	92,569
Marketing Director	18	91,305	75,899	92,991	102,579
Key Accounts Manager	30	76,436	66,202	77,767	89,800

^a Quartiles not calculated for fewer than 9 responses.

^b Means and medians not calculated for fewer than 5 responses.

**Table 4: Annual Salaries, by Customer Size Class
Publicly Owned Electric Utilities, (Excluding Joint Action Agencies), May 2001**

— Continued

4F. Customer Size Class : 20,000 to 40,000

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	58	\$105,522	\$90,000	\$99,942	\$122,800
Assistant General Manager	25	89,942	77,168	89,885	102,000
Chief Engineer	36	75,037	65,993	73,500	82,703
Director of Power Supply Planning	15	87,319	76,968	92,168	96,500
Production Superintendent	17	72,470	59,567	72,196	81,528
Operations Superintendent	35	68,989	62,595	67,473	75,145
Line Superintendent	49	69,812	63,600	71,042	77,007
Construction Superintendent	27	60,373	49,993	57,941	72,448
Chief Financial Manager	46	80,478	73,050	77,688	84,427
Chief Accountant	39	56,510	45,780	56,618	64,540
Rate Analyst	16	54,353	38,943	53,976	69,278
Personnel Director	36	68,155	58,682	69,952	75,345
Director of Customer Services	36	62,544	50,097	58,950	74,300
Data Processing Manager	39	64,932	54,418	64,200	73,955
Communications Director	21	53,057	46,213	52,014	54,470
Staff Legal Counsel	10	85,712	74,152	79,872	85,000
Fuels Manager	5	57,470	(^a)	55,369	(^a)
Purchasing Director	39	55,503	\$43,784	54,135	\$62,400
Marketing Director	11	65,889	47,101	60,486	87,869
Key Accounts Manager	23	58,507	48,257	58,000	65,004

See footnotes at end of table.

4G. Customer Size Class : 40,000 to 100,000

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	32	\$129,359	\$104,655	\$122,343	\$148,804
Assistant General Manager	17	104,906	79,144	104,160	116,109
Chief Engineer	25	87,715	78,221	85,634	95,220
Director of Power Supply Planning	21	96,864	80,580	96,540	112,510
Production Superintendent	15	85,952	79,418	87,077	97,236
Operations Superintendent	26	79,374	68,256	77,570	85,495
Line Superintendent	27	79,509	68,660	81,710	88,356
Construction Superintendent	20	71,800	60,798	68,647	76,488
Chief Financial Manager	25	93,998	78,676	84,690	112,872
Chief Accountant	20	70,597	55,400	65,339	83,968
Rate Analyst	14	65,420	50,844	72,089	77,496
Personnel Director	19	85,419	70,190	78,696	102,804
Director of Customer Services	25	80,241	64,012	78,981	88,188
Data Processing Manager	21	83,786	71,175	79,542	94,827
Communications Director	18	71,213	54,475	69,000	79,772
Staff Legal Counsel	8	101,447	(^a)	100,390	(^a)
Fuels Manager	7	65,651	(^a)	64,313	(^a)
Purchasing Director	18	68,016	\$55,274	64,694	\$81,322
Marketing Director	11	65,252	52,563	68,825	79,860
Key Accounts Manager	20	69,092	52,362	68,047	81,288

See footnotes at end of table.

**Table 4: Annual Salaries, by Customer Size Class
Publicly Owned Electric Utilities, (Excluding Joint Action Agencies), May 2001**

— Continued

4H. Customer Size Class : Greater than 100,000

Occupation	Number of Responses	Mean	1st Quartile	Median	3rd Quartile
General Manager	21	\$213,019	\$172,521	\$186,120	\$241,878
Assistant General Manager	12	158,120	137,865	162,074	172,012
Chief Engineer	12	111,208	107,297	114,054	129,088
Director of Power Supply Planning	13	127,896	98,509	127,500	136,992
Production Superintendent	10	110,340	101,262	113,979	116,662
Operations Superintendent	18	94,908	82,096	92,523	102,579
Line Superintendent	20	103,150	85,788	97,752	116,224
Construction Superintendent	17	85,546	72,050	87,859	95,400
Chief Financial Manager	18	134,918	109,033	129,772	140,400
Chief Accountant	18	93,435	77,000	91,971	107,986
Rate Analyst	16	67,612	58,615	68,880	78,754
Personnel Director	20	100,346	85,126	97,552	114,142
Director of Customer Services	18	109,114	95,640	105,602	118,128
Data Processing Manager	15	114,657	96,536	104,160	131,393
Communications Director	19	88,916	71,219	87,880	103,018
Staff Legal Counsel	13	121,074	99,965	115,627	139,360
Fuels Manager	11	98,328	83,570	93,912	104,400
Purchasing Director	19	87,682	73,608	87,796	98,098
Marketing Director	12	99,305	91,512	99,218	111,494
Key Accounts Manager	15	77,607	67,620	78,166	91,726

^a Quartiles not calculated for fewer than 9 responses.

^b Means and medians not calculated for fewer than 5 responses.

**Gainesville Regional Utility
Market Pricing Notes for Purchasing Managers**

General Comments

- Data aged to 04/01/02
- The market pricing results were driven by the following factors:
Government Industry
Utility Industry
- Update factor of 4.3% (expected pay increase 2002) for All Employee Groups in the Utilities Industry
- Update factor of 4.0% (expected pay increase 2002) for All Employee Groups in Government Industry

William M Mercer, Incorporated Compensation Planning Survey 2001/2002

Job Title	Comments
Purchasing Manager – Utility	Only Wyatt has an industry cut that includes their specific utility industry (Gas, Electric & Water). Others are specific to Environment, Oil & Gas, or Energy (exploration, drilling, etc.).
Purchasing Manager – Government	BLR description reads as if it were specific to manufacturing but the survey breaks the job out by industry. PWC cut is Not-For-Profit overall which includes government agencies but not specific to.

Job Descriptions

Mercer Energy Survey 2001

Purchasing Manager

14.020

Responsible for the overall purchasing activities related to the obtaining of materials, supplies equipment, etc. Selects optimal sources, negotiates prices, approves purchase orders, monitors quality, and develops delivery schedules. Supervises Buyers and other Purchasing Department personnel. Requires 8-10 years of related experience.

ECI: Environmental Survey 2000

Purchasing Manager

5300M

Responsible for the acquisition of all parts, equipment, services and supplies for the company. Normally helps establish and monitor purchasing policies throughout the company. Oversees buyers and related clerks. May have responsibility for maintaining inventory levels of some items. Ensures that all items are acquired in the most cost-effective manner and within budget restraints. Coordinates purchases not provided for in approved budgets with senior management. Do not include incumbents with primary responsibilities for significant warehouse and distribution systems.

ECI: Oil & Gas Survey 2001

Purchasing Manager

M046

Responsible for the acquisition of all oil well equipment, supplies and office supplies for all Company operations. Responsible for monitoring inventory levels and location. May have responsibility for regional warehousing and storage facilities. May report to Administrative Manager, VP Operations or VP Administration. Usually requires the equivalent of two to three years of college, plus at least five to six years' experience. Alternate Titles: Supervisor – Procurement, Materials Manager, Supervisor Materials Control.

Watson Wyatt Middle Management Survey 2001/2002

Purchasing Manager

6020

Oversees the approval and control of the purchasing function, within limits of delegated authority. Investigates all new developments relative to material and supplies and makes recommendations designed to reduce costs and improve quality.

PricewaterhouseCoopers Middle Management Compensation Survey 2001

1170

Purchasing Manager

Oversees the approval and control of the purchasing function, within limits of delegated authority. Investigates all new developments relative to material and supplies and makes recommendations designed to reduce costs and improve quality.

Business and Legal Reports, Inc. 2001

31

Purchasing Manager

Reports to director of manufacturing, directs the procurement of materials, components, supplies, equipment, and services at favorable cost consistent with schedule and specifications. Develops sources of supply and supervises and trains buyers, expeditors, and clerks. Bachelor's degree or equivalent plus 7-8 years' of experience.

- *Kathy Schmitt*
- *Market Pricing Analyst*
- *502-561-4779*



Gainesville Regional Utility

March 26, 2002

Surveys were updated to 04/01/02, by a factor of 4.3% for All Employee Groups EE's in the Utilities Industry.

Targeted Market Scope: Utility industry

Survey Source	Pos. #	Survey Position Title	Scope Measure	# of Co.	# of Prem./ Inc.	Geo. Diff.	Wgt	Base Salary (\$000)			Total Comp (\$000)			
								25th %ile	50th %ile	75th %ile	25th %ile	50th %ile	75th %ile	
Purchasing Manager - Utility														
Mercer:														
Energy	14.02	Purchasing Manager	Total Summary	25	32	100%	100.0%	1.0	\$76.7	\$82.3	\$90.6	\$77.1	\$88.9	\$97.9
Wyatt:			Gas, Electric & Water											
Middle Mgt	6020	Purchasing Manager	Services - For-Profit	14	20	100%	100.0%	1.0	\$77.5	\$88.5	\$93.0	\$88.3	\$104.8	\$111.6
PWC:			Services - Overall											
Middle Mgt	1170	Purchasing Manager	Services - Overall	8	8	100%	100.0%	1.0	\$60.7	\$79.9	\$95.3	\$63.2	\$79.9	\$97.5
ECl:			Total Summary											
Environmental	5300M	Purchasing Manager	Total Summary	11	16	100%	100.0%	1.0	\$66.6	\$83.6	\$83.6	\$66.6	\$83.6	\$83.6
ECl:			Total Summary											
Oil & Gas	M046	Purchasing Manager	Total Summary	22	23	100%	100.0%	1.0	\$74.4	\$86.5	\$96.1	\$83.6	\$98.7	\$110.1
Composites:														
									\$71.2	\$84.2	\$91.7	\$75.8	\$91.2	\$100.1

Gainesville Regional Utility

March 26, 2002

Surveys were updated to 04/01/02, by a factor of 4.0% for All Employee Groups EE's in the Government Industry.
Targeted Market Scope: Government Industry

Survey Source	Pos. #	Survey Position Title	Scope Measure	# of Co.	# of Inc.	Prem./ Discnt.	Geo Diff.	Wgt	Base Salary (\$000)			Total Comp (\$000)		
									25th %ile	50th %ile	75th %ile	25th %ile	50th %ile	75th %ile
Purchasing Manager - Government														
Wyatt:														
Middle Mgt	6020	Purchasing Manager	Public Administration/ Government - NonProfit	16	23	100%	100.0%	1.0	\$58.9	\$71.1	\$79.5	\$58.9	\$71.1	\$79.9
PWC:														
Middle Mgt	1170	Purchasing Manager	Not-for-Profit - Overall	13	13	100%	100.0%	1.0	\$57.4	\$60.7	\$80.8	\$57.4	\$60.7	\$80.8
BLR:														
Exempt	31	Purchasing Manager	Government Industry	59	176	100%	100.0%	1.0	\$58.6	\$70.4	\$70.4	-	-	-
Composites:									\$58.3	\$67.4	\$76.9	\$58.1	\$65.9	\$80.4

Please note that total cash compensation data is not reported in the BLR survey.

Therefore the composite 25th and 50th percentile total cash compensation numbers are lower than the 25th and 50th percentile base salary. --

PURCHASING MANAGER, UTILITIES

NATURE OF WORK

This is managerial work planning, directing, coordinating and administering the programs and activities of the Utility Purchasing Division.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of responsibility for multi-program control and from lower classes by its managerial tasks.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, directs, coordinates and administers all activities and personnel of the Utility Purchasing Division in accordance with all applicable laws, rules, and regulations. Makes corporate purchasing strategy recommendations to top management.

Directs the solicitation of competitive bids and proposals, which would include organizing and/or assisting in developing the necessary specifications, scope of work, terms and conditions to be included in the formal bid request package or sole source negotiated procurement.

Participates or assists in the negotiation and preparation of contractual agreements that provide the most advantageous position for the City; reviews language and prepares modifications and re-drafts as required.

Analyzes and interprets contracts, agreements, leases, and terms and conditions incorporated in purchase orders to assure clarity, protection and enhancement of the City's interests.. Manages supplier base, maintains sourcing information; evaluates and selects potential suppliers who can provide a competitive advantage.

Maintains records to support purchasing policy compliance. Prepares reports and analyses on purchasing activities including small and minority business spending, procurement card activities, small dollar spending, contracts, supplier and buyer performance, and industry benchmarks.

Maintains a constant awareness of market conditions, availability and costs of equipment, materials and services as needed.

Provides training and counsel to user departments. Conducts workshops ; receives and answers requests for information regarding purchasing services.;

Responds positively to changes in customer needs and business conditions.

Keeps abreast of industry trends; uses best practices where appropriate; works to continuously improve processes.

Recommends and implements purchasing policy changes for the utility that are in keeping with the utility's objectives and industry trends.

Recommends selection, promotion, discharge, and other appropriate subordinate personnel actions.

Provides training and instruction to subordinates.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Represents the department at meetings as assigned.

Assists the Department Head in planning, organizing, and directing of activities and operations within the Department.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from a four year accredited college or university with major course work in public administration, business administration, purchasing management or related field of study; and five years of purchasing administration experience in related area or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

NOTES

None.

SELECTION FACTORS

Considerable Thorough knowledge of the principles and practices of purchasing and contract administration.

Thorough knowledge of the forms, terminology, and procedures used in negotiating and administering contractual agreements.

Considerable knowledge of the local government process.

Considerable knowledge of the principles and practices of public administration.

Knowledge of and ability to apply successful negotiation techniques.

Knowledge of the City's financial system.

Knowledge of manufacturing and construction factors affecting business decisions, including total cost analysis and risk assessment.

Ability to perform analytical work carefully and accurately.

Ability to develop long term plans and programs and to evaluate work accomplishments.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Certified Purchasing Manager (CPM) credentials with the National Association of Purchasing Management (NAPM) or Certified Public Purchasing Office (CPPO) with the National Institute of Governmental Purchasing.

Human Resources Department: Signed original on file in Human Resources / _____
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97; 5/14/02

PURCHASING MANAGER

NATURE OF WORK

This is managerial work planning and administering the programs and activities of the General Government Purchasing Division.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of responsibility for multi-program control and from lower classes by its managerial tasks.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, directs, coordinates and administers all activities and personnel of the General Government Purchasing Division in accordance with all applicable laws, rules, regulations and direction from City Government.

Directs the solicitation of competitive bids and proposals, which would include organizing and/or assisting in developing the necessary specifications, scope of work, terms and conditions to be included in the formal bid request package or sole source negotiated procurement.

Participates or assists in the negotiation and preparation of contractual agreements; reviews language and prepares modifications and re-drafts as required.

Analyzes leases, contracts, agreements, and terms and conditions incorporated in purchase orders to assure clarity, protection and enhancement of the City's interests. Interprets contracts, except where legal assistance is required.

Evaluates vendor performance; maintains a contractor/vendor evaluation and approval system, maintains and expands vendor base.

Secures data on market conditions, availability and costs of equipment, materials and services as needed.

Conducts workshops for user departments; receives and answers requests for information regarding purchasing services; provides training to user department personnel pertaining to purchasing policy procedures.

Makes long and short range plans for division.

Recommends and implements purchasing policy changes that are in keeping with General Government's objectives and industry trends.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Performs timely, fair and non-discriminatory evaluation of performance of employees under their supervision.

Provides training and instruction to subordinates.

Attends work on a continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Assists the user departments in the negotiation of contractual agreements.

Represents the department at meetings as assigned.

Assists the Department Head in planning, organizing, and directing of activities and operations within the Department.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from a four year accredited college or university with major course work in public administration, business administration; supplemented by five years of purchasing administration experience in related area or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

NOTES

None.

SELECTION FACTORS

Considerable knowledge of the principles and practices of purchasing and contract administration.

Considerable knowledge of the local government process.

Considerable knowledge of the forms, terminology, and procedures used in negotiating and administering contractual agreements.

Considerable knowledge of the principles and practices of public administration.

Knowledge of the City's financial system.

Ability to perform analytical work carefully and accurately.

Ability to develop long term plans and programs and to evaluate work accomplishments.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Certified Purchasing Manager (CPM) credentials with the National Association of Purchasing Management (NAPM) or Certified Public Purchasing Office (CPPO) with the National Institute of Governmental Purchasing highly desirable.

Human Resources Department: Signed original on file in Human Resources / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97; 5/14/02.