



# Petroleum Development Corporation

## Job Description

### *Procurement Manager*

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Critical features of this job are described under the headings below. PDC reserves the right to assign or reassign duties and responsibilities to or from this job at any time.

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<b>Job Title:</b>	Procurement Manager	<b>Effective Date:</b>	January 1, 2010
<b>Department:</b>	Production	<b>Version No.:</b>	1.0
<b>Job Location:</b>	Denver, CO	<b>Version Effective Date:</b>	January 1, 2010
<b>Reports To:</b>	Sr. VP Exploration & Production	<b>FLSA Status:</b>	Exempt

#### **I. SUMMARY**

A brief description that summarizes the overall purpose and objectives of the position and the results the worker is expected to accomplish.

The Procurement Manager takes a leadership role in creating a value based system of cost control and fraud prevention activities associated with the placement of purchase orders and handling of purchasing activities. Initial activities of this service centered position will include establishment of purchasing guidelines and processes to be followed by the company and managed by the incumbent.

#### **II. ESSENTIAL FUNCTIONS**

The tasks, duties and responsibilities of the position that are most important to get the job done.

1. Establishes and manages purchasing guidelines and processes;
2. Directs all aspects of corporate fleet program to include, but not limited to leasing, purchasing, and maintenance;
3. Obtains data regarding a wide variety of industry specific equipment;
4. Provides management with information affecting decisions related to timing of purchases in order to minimize company costs which may include testing, observing, and/or examining items;
5. Maintains MSAs and MSCs with vendors;
6. Creates and maintains filing system for bidding process;
7. Maintains pricing and service relationship documents and insurance forms from vendors;
8. Prepares master service contacts, master service agreements and when necessary, purchase orders including initiating and analyzing quotes and specifications, etc. which may include interviewing vendors;
9. Estimates values according to knowledge of market price;
10. Responsible for reviewing bid proposals and negotiating contracts within budgetary limitations to recommend appropriate course of action to management;
11. Participates actively in annual budget process and provides periodic reports showing actual expenditures vs. budgets;
12. Approves invoices for payment against master purchase contracts or purchase orders;
13. Keeps informed on industry technology and purchasing practices;
14. Works closely with accounting on district level inventory controls including performing periodic reviews of inventories;

15. Perform and assume other duties and responsibilities as directed.

### **III. KNOWLEDGE, SKILLS AND ABILITIES**

The specific minimum competencies required for job performance.

1. Knowledge of oil and gas industry equipment, technology, and practices;
2. High level of knowledge of purchasing practices;
3. Strong negotiation skills;
4. Clarity of expression, both oral and written;
5. Moderate PC skills with strong Excel skills;
6. Ability to work well with co-workers of varying hierarchy and with those of other professions;
7. Mentoring and training experience and skills;
8. Attentive to accurate detail;
9. Highly-motivated self-starter.

### **IV. SUPERVISORY RESPONSIBILITIES**

The scope of the person's authority, including a list of jobs that report to the incumbent.

1. No initial supervisory functions related to this position.

### **V. WORKING CONDITIONS**

The environment in which the job is performed, especially any unique conditions outside a normal office environment.

1. Majority of time consistent with that of a normal office environment;
2. Periodic field visits as required to efficiently perform duties.

### **VI. MINIMUM QUALIFICATIONS**

The minimum level of education, experience, and certifications required to perform the job.

1. College degree in accounting, finance, or related field or strong experience in oil and gas field operations;
2. Minimum 10 years of procurement experience;
3. At least 2 years professional experience in oil and gas industry.

### **VII. PDC VALUES**

Personal and corporate characteristics that contribute to an individual's ability to excel on the job.

1. **Integrity – We live by our word.**  
We are always fair and honest, by maintaining high ethical and moral standards as we work with each other, as we conduct business and as we build relationships. We demonstrate trust, are consistent and are known for doing what we say we will do.
2. **Customer Focus – We treat all customers fairly.**  
We are ever striving to exceed customer and partner expectations by understanding their requirements and providing excellent service. We recognize this starts internally through responsive service to each other and that we are ultimately held accountable to our customers.
3. **Responsibility – We depend on performance.**

We embrace our individual contribution and commitment to do what is expected of us with unconditional accountability, steadfast initiative and the highest level of efficiency and effectiveness. We practice safety, show respect for each other, and exhibit positive corporate citizenship at all times.

4. **Teamwork – We are one company.**

We team for a greater gain and depth of expertise. We will succeed beyond our individual contributions through effective teaming, respect for each other's abilities and overall support of the company's goals.

5. **Sound Growth – We will be here tomorrow.**

We possess an entrepreneurial spirit that is driven by being independent and flexible. We manage risk-taking within a conservative fiscal and operational framework to garner opportunities and ensure sustainability. We develop successful leaders and technical expertise to ensure future strong leadership in our industry.

6. **Quality – We innovate and improve.**

We start with quality in mind and are constantly improving through innovation, our ability to leverage our strengths, our resourcefulness, and by acting on lessons learned. We promote gaining knowledge, strategic thinking, and finding better ways to do things that add value in all that we do.