TORQ Analysis of Purchasing Managers to Production, Planning, and Expediting Clerks

ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance LeveL: 50	Weight: 1
To Title:	Production, Planning, and Expediting Clerks	43-5061.00	Skills:	Importance LeveL: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS

Grand TORQ: 91

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	98	Level	89	Level	88

Gaps To Narrow if Possible

Ability	Level	Gap	Impt
No Critical Gaps Recorded!			

Upgrade These Skills

Skill	Level	Gap	Impt
Science	28	15	70
Instructing	54	13	74
Active Listening	79	3	78

Knowledge to Add

Knowledge	Level	Gap	Impt
Production and Processing	76	4	72
Philosophy and Theology	6	3	70

LEVEL and IMPT (IMPORTANCE) refer to the Target Production, Planning, and Expediting Clerks. GAP refers to level difference between Purchasing Managers and Production, Planning, and Expediting Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Importance
Written Comprehension	57	51	72
Oral Comprehension	59	55	68
Oral Expression	64	53	68
Written Expression	57	50	68
Near Vision	64	50	65
Problem Sensitivity	57	46	62
Speech Recognition	60	44	62
Inductive Reasoning	55	44	59
Speech Clarity	53	44	59
Deductive Reasoning	59	48	56

 Copyright 2009. Workforce Associates, Inc.

Information Ordering	51	44	56
Category Flexibility	53	41	50
Selective Attention	41	37	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Importance
Active Listening	76	79	78
Instructing	41	54	74
Science	13	28	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Importance
Production and Processing	72	76	72
Philosophy and Theology	3	6	70

Experience & Education Comparison

Related Work Experience Comparison

Description	Purchasing Managers	Production, Planning, and Expediting Clerks
10+ years	3%	5%
8-10 years	0%	0%
6-8 years	0%	4%
4-6 years	75%	21%
2-4 years	11%	19%
1-2 years	0%	9%
6-12 months	0%	34%
3-6 months	9%	1%
1-3 months	0%	1%
0-1 month	0%	0%
None	0%	2%

Required Education Level Comparison

Description	Purchasing Managers	Production, Planning, and Expediting Clerks
Doctoral	0%	0%
Professional Degree	0%	0%
Post-Masters Cert	0%	0%
Master's Degree	2%	4%
Post-Bachelor Cert	0%	0%
Bachelors	44%	12%
AA or Equiv	46%	20%
Some College	2%	10%
Post-Secondary Certificate	4%	7%
High Scool Diploma or GED	0%	44%
No HSD or GED	0%	0%

Purchasing Managers	Production, Planning, and Expediting Clerks
Most Common Educational/Training Requirement:	
Bachelor's or higher degree, plus work experience	Short-term on-the-job training
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	2 - Job Zone Two: Some Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

Most of these occupations require a four - year bachelor's degree, but some do not.	These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

- Administer online purchasing systems.
- Analyze market and delivery systems to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment

Production, Planning, and Expediting Clerks

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Specific Tasks

Occupation Specific Tasks:

- Arrange for delivery, assembly, and distribution of supplies and parts in order to expedite flow of materials and meet production schedules.
- Calculate figures such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers.
- Compile and prepare documentation related to production sequences, transportation, personnel schedules, and purchase, maintenance, and repair orders.
- Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.
- Confer with department supervisors and other personnel to assess progress and discuss needed changes.
- Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.
- Contact suppliers to verify shipment details.

purchase orders for supplies and equipment.

- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files
- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

- Scheduling software

Charting software

- Microsoft Office Visio

- Distribute production schedules and work orders to departments.
- Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections.
- Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
- Maintain files such as maintenance records, bills of lading, and cost reports.
- Plan production commitments and timetables for business units, specific programs, and/or jobs, using sales forecasts.
- Provide documentation and information to account for delays, difficulties, and changes to cost estimates.
- Record production data, including volume produced, consumption of raw materials, and quality control measures.
- Requisition and maintain inventories of materials and supplies necessary to meet production demands.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering.

Detailed Tasks

Detailed Work Activities:

- arrange delivery schedules
- compile equipment operational data
- complete record of production
- confer with customer representatives
- confer with engineering, technical or manufacturing personnel
- confer with vendors
- coordinate production materials, activities or processes
- direct and coordinate activities of workers or staff
- estimate materials or labor requirements
- examine documents for completeness, accuracy, or conformance to standards
- examine products or work to verify conformance to specifications
- fill out business or government forms
- maintain inventory of office forms
- maintain records, reports, or files
- manage inventories or supplies
- monitor materials or supplies
- operate business machines

Data base management system software

- Oracle DBMS

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Internet browser software

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

- Microsoft Office

Point of sale POS software

- Point of sale POS software

Presentation software

- Microsoft PowerPoint

Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- operate business machines
- provide customer service
- read work order, instructions, formulas, or processing charts
- relay information to proper officials
- requisition stock, materials, supplies or equipment
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Technology - Examples

Accounting software

- Peachtree Premium Accounting for Manufacturing

Analytical or scientific software

- KAPES software
- Micro Estimating FabPlan
- MTI Systems Costimator JS

Calendar and scheduling software

- Workbrain Employee Scheduling

Data base reporting software

- InetSoft software
- Tuppas software

Enterprise resource planning ERP software

- Epicor Vantage
- Exact Software Macola ES
- Geac MPC Production
- Maynard PlanStaff Manager (enterprise resource planning ERP feature)
- MicroStrategy Report Services
- PRONTO XI
- SAP software
- SYSPRO software

Financial analysis software

- Cost estimation software

Human resources software

- Maynard PlanStaff Manager (human resources feature)
- Questek Humanis

Industrial control software

- Honeywell Wintress PACNet

Inventory management software

- Bottomline Technologies Bottomline Sprinter Purchasing Manager
- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers

- Accvision ABMIS
- iCode Everest
- RyTech Inventory Control Software

Materials requirements planning logistics and supply chain software

- ABB Production Planning software
- ADi SmartBOL
- Applied Software Technologies Asset Maintenance and Materials Management System
- Asprova software
- Bills of lading software
- Concept 3000 software
- Creo Synapse Upfront
- DM2 Bills of Lading Software
- eLading Bill of Lading Software
- Enterprise Logix software
- ERP INDUSTRIOS Material Planning
- Factory Edge MRP
- Giraffe Production Systems software
- Ingenious ProPlan
- Ingenious ProSched
- InteProc Material Requirements Planning
- Interwave Technology RS Bizware Scheduler
- Lamar Info Net
- LSA Visual DBR
- LSA Visual Easy Lean
- Made2Manage Supply Chain Management
- Niku Clarity
- Oracle Flow Manufacturing
- Oracle Manufacturing Scheduling
- Pelion manufacturing process optimization MPO software
- Pivotal Z Prestige Scheduler
- PMC KanbanSIM

 Copyright 2009. Workforce Associates, Inc.

- Preactor APS
- Preactor Finite Capacity Scheduling
- Production scheduling and planning software
- RSS Solutions NaView
- Sage MAS 90
- Sage Timberline Office software
- Stratford Group INMASS/MRP
- Waterloo Hydrogeologic TACTIC

Procurement software

- Aestiva Purchase Order

Spreadsheet software

- Microsoft Excel

Time accounting software

- Work Technology WorkTech Time
- Workbrain Time and Attendance

Word processing software

- Microsoft Word

Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Scanners

Labor Market Comparison

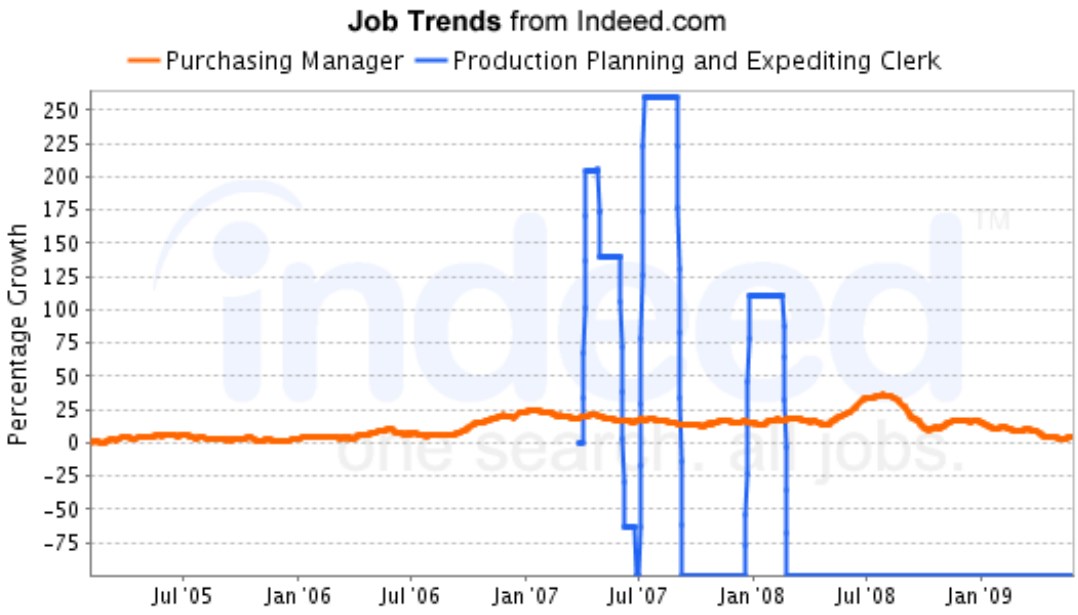
Maine Department of Labor.

Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Difference
Median Wage	$ 72,560	$ 38,490	$(34,070)
10th Percentile Wage	$ 46,340	$ 27,320	$(19,020)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	$ 88,750	$ 47,000	$(41,750)
90th Percentile Wage	$105,800	$ 57,580	$(48,220)
Mean Wage	$ 74,700	$ 40,730	$(33,970)

Total Employment - 2021	330	1,320	990
Employment Base - 2006	343	1,287	944
Projected Employment - 2030	349	1,279	930
Projected Job Growth - 2006-2030	1.8 %	-0.6 %	-2.4 %
Projected Annual Openings - 2006-2030	11	35	24
Special			
Special Occupations:			

National Job Posting Trends

Trend for Purchasing Managers and Production, Planning, and Expediting Clerks



Data from Indeed

'

Programs

Related Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Parts, Warehousing, and Inventory Management Operations

Parts, Warehousing, and Inventory Management Operations. A program that prepares individuals to provide administrative, technical, and managerial support in the operation of warehouses, control of inventory, parts identification, and the performance of counter services for customers. Includes instruction in record-keeping, equipment operation, database entry, supply logistics, shop operations and math, and customer and supplier relations.

No information on schools for the program

Maine Statewide Promotion Opportunities for Purchasing Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
11-3061.00	Purchasing Managers	100	4	330	$72,560.00	$0.00	2%	11	
11-3051.00	Industrial Production Managers	88	4	690	$72,560.00	$0.00	-12%	24	
11-1021.00	General and Operations Managers	88	4	8,490	$77,050.00	$4,490.00	-5%	209	
13-2052.00	Personal Financial Advisors	86	3	360	$94,100.00	$21,540.00	10%	13	
11-2022.00	Sales Managers	86	4	1,310	$72,720.00	$160.00	3%	32	
11-3021.00	Computer and Information Systems Managers	85	5	870	$83,130.00	$10,570.00	8%	21	
11-1011.00	Chief Executives	83	5	750	$102,290.00	$29,730.00	-6%	25	
11-2021.00	Marketing Managers	81	4	570	$74,560.00	$2,000.00	7%	17	
25-1063.00	Economics Teachers, Postsecondary	81	5	80	$73,830.00	$1,270.00	11%	2	
23-1011.00	Lawyers	81	5	1,910	$80,120.00	$7,560.00	6%	73	☆
11-9041.00	Engineering Managers	79	5	720	$91,030.00	$18,470.00	-2%	14	
11-9121.00	Natural Sciences Managers	78	5	180	$79,810.00	$7,250.00	8%	5	
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	$115,160.00	$42,600.00	1%	2	
29-1051.00	Pharmacists	76	5	1,190	$112,550.00	$39,990.00	22%	46	☆
17-2072.00	Electronics Engineers, Except Computer	75	4	210	$76,420.00	$3,860.00	-26%	4	

 Copyright 2009. Workforce Associates, Inc.

Special Occupations:

Top Industries for Production, Planning, and Expediting Clerks

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	3.08%	9,023	10,402	15.28%
Aerospace product and parts manufacturing	336400	2.55%	7,452	7,590	1.84%
Warehousing and storage	493100	2.49%	7,296	9,745	33.57%
Motor vehicle parts manufacturing	336300	2.48%	7,273	5,790	-20.39%
Postal service	491100	2.25%	6,581	6,700	1.80%
Advertising and related services	541800	2.10%	6,149	6,938	12.83%
Printing and related support activities	323100	2.06%	6,024	4,773	-20.77%
General medical and surgical hospitals, public and private	622100	2.02%	5,909	6,541	10.71%
Semiconductor and other electronic component manufacturing	334400	1.89%	5,527	4,831	-12.59%
Wired telecommunications carriers	517100	1.75%	5,133	4,030	-21.49%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	1.75%	5,130	4,912	-4.26%
Federal government, excluding postal service	919999	1.73%	5,061	4,784	-5.47%
Plastics product manufacturing	326100	1.67%	4,880	5,172	6.00%
Management, scientific, and technical consulting services	541600	1.63%	4,761	8,500	78.52%
Employment services	561300	1.27%	3,724	4,713	26.56%

Top Industries for Purchasing Managers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%

 Copyright 2009. Workforce Associates, Inc.

Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%

 Copyright 2009. Workforce Associates, Inc.

TORQ Analysis of Purchasing Managers to Purchasing Agents, Except Wholesale, Retail, and Farm Products

ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance LeveL: 50	Weight: 1
To Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Skills:	Importance LeveL: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS

Grand TORQ: 90

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	96	Level	87	Level	89

Gaps To Narrow if Possible

Ability	Level	Gap	Impt
Deductive Reasoning	69	10	72
Oral Comprehension	64	5	81
Written Comprehension	60	3	72
Written Expression	60	3	62
Oral Expression	66	2	84
Inductive Reasoning	57	2	78

Upgrade These Skills

Skill	Level	Gap	Impt
No Skills Upgrade Required!			

Knowledge to Add

Knowledge	Level	Gap	Impt
No Knowledge Upgrades Required!			

LEVEL and IMPT (IMPORTANCE) refer to the Target Purchasing Agents, Except Wholesale, Retail, and Farm Products. GAP refers to level difference between Purchasing Managers and Purchasing Agents, Except Wholesale, Retail, and Farm Products.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Importance
Oral Expression	64	66	84
Oral Comprehension	59	64	81
Inductive Reasoning	55	57	78
Written Comprehension	57	60	72

 Copyright 2009. Workforce Associates, Inc.

Problem Sensitivity	57	51	72
Deductive Reasoning	59	69	72
Speech Clarity	53	42	72
Speech Recognition	60	50	68
Written Expression	57	60	62
Near Vision	64	60	62
Information Ordering	51	48	59

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Importance

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Importance

Experience & Education Comparison

Related Work Experience Comparison

Description	Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products
10+ years	3%	0%
8-10 years	0%	6%
6-8 years	0%	0%
4-6 years	75%	29%
2-4 years	11%	23%
1-2 years	0%	0%
6-12 months	0%	18%
3-6 months	9%	22%
1-3 months	0%	0%
0-1 month	0%	0%
None	0%	0%

Required Education Level Comparison

Description	Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products
Doctoral	0%	0%
Professional Degree	0%	0%
Post-Masters Cert	0%	0%
Master's Degree	2%	0%
Post-Bachelor Cert	0%	2%
Bachelors	44%	33%
AA or Equiv	46%	2%
Some College	2%	41%
Post-Secondary Certificate	4%	7%
High Scool Diploma or GED	0%	11%
No HSD or GED	0%	0%

Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products
Most Common Educational/Training Requirement:	
Bachelor's or higher degree, plus work experience	Work experience in a related occupation
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	3 - Job Zone Three: Medium Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Most of these occupations require a four - year bachelor's degree, but some do not.	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

- Administer online purchasing systems.
- Analyze market and delivery systems to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Core Tasks

Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expediters.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs,

and merchandise costs.

- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files
- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

- Scheduling software

Charting software

- Microsoft Office Visio

Data base management system software

- Oracle DBMS

manual records of items purchased, costs, delivery, product performance, and inventories.

- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Internet browser software

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

- Microsoft Office

Point of sale POS software

- Point of sale POS software

Presentation software

- Microsoft PowerPoint

Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- Bottomline Technologies Bottomline Sprinter Purchasing Manager

- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

Technology - Examples

- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers

Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Managers	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Difference
Median Wage	$ 72,560	$ 45,210	$(27,350)
10th Percentile Wage	$ 46,340	$ 31,440	$(14,900)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	$ 88,750	$ 57,570	$(31,180)
90th Percentile Wage	$105,800	$ 72,070	$(33,730)
Mean Wage	$ 74,700	$ 48,120	$(26,580)
Total Employment - 2021	330	920	590
Employment Base - 2006	343	995	652
Projected Employment - 2030	349	974	625
Projected Job Growth - 2006-2030	1.8 %	-2.1 %	-3.9 %
Projected Annual Openings - 2006-2030	11	21	10
Special			

Special Occupations:

National Job Posting Trends

Trend for Purchasing Managers and Purchasing Agents, Except Wholesale, Retail, and Farm Products

Data from Indeed

'

Programs

Related Programs

Purchasing, Procurement and Contracts Management

Purchasing, Procurement/Acquisitions and Contracts Management. A program that prepares individuals to manage and/or administer the processes by which a firm or organization contracts for goods and services to support its operations, as well as contracts it to sell to other firms or organizations. Includes instruction in contract law, negotiations, buying procedures, government contracting, cost and price analysis, vendor relations, contract administration, auditing and inspection, relations with other firm departments, and applications to special areas such as high-technology systems, international purchasing, and construction.

No information on schools for the program

Sales, Distribution, and Marketing Operations, General

Sales, Distribution, and Marketing Operations, General. A program that focuses on the general process and techniques of direct wholesale and retail buying and selling operations and introduces individuals to related careers. Includes instruction in the principles of entrepreneurial economics, basic sales skills, the distribution channels for goods and services, and supervised practical application experiences.

No information on schools for the program

Maine Statewide Promotion Opportunities for Purchasing Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special

11-3061.00	Purchasing Managers	100	4	330	$72,560.00	$0.00	2%	11	
11-3051.00	Industrial Production Managers	88	4	690	$72,560.00	$0.00	-12%	24	
11-1021.00	General and Operations Managers	88	4	8,490	$77,050.00	$4,490.00	-5%	209	
13-2052.00	Personal Financial Advisors	86	3	360	$94,100.00	$21,540.00	10%	13	
11-2022.00	Sales Managers	86	4	1,310	$72,720.00	$160.00	3%	32	
11-3021.00	Computer and Information Systems Managers	85	5	870	$83,130.00	$10,570.00	8%	21	
11-1011.00	Chief Executives	83	5	750	$102,290.00	$29,730.00	-6%	25	
11-2021.00	Marketing Managers	81	4	570	$74,560.00	$2,000.00	7%	17	
25-1063.00	Economics Teachers, Postsecondary	81	5	80	$73,830.00	$1,270.00	11%	2	
23-1011.00	Lawyers	81	5	1,910	$80,120.00	$7,560.00	6%	73	☆
11-9041.00	Engineering Managers	79	5	720	$91,030.00	$18,470.00	-2%	14	
11-9121.00	Natural Sciences Managers	78	5	180	$79,810.00	$7,250.00	8%	5	
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	$115,160.00	$42,600.00	1%	2	
29-1051.00	Pharmacists	76	5	1,190	$112,550.00	$39,990.00	22%	46	☆
17-2072.00	Electronics Engineers, Except Computer	75	4	210	$76,420.00	$3,860.00	-26%	4	

Special Occupations:

Top Industries for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	10.28%	29,560	25,150	-14.92%
Management of companies and enterprises	551100	5.53%	15,900	18,329	15.28%
Local government, excluding education and hospitals	939300	3.35%	9,635	9,742	1.10%

 Copyright 2009. Workforce Associates, Inc.

Aerospace product and parts manufacturing	336400	3.31%	9,512	9,688	1.84%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.84%	8,165	7,817	-4.26%
General medical and surgical hospitals, public and private	622100	2.53%	7,263	8,041	10.71%
Semiconductor and other electronic component manufacturing	334400	2.09%	6,016	5,258	-12.59%
State government, excluding education and hospitals	929200	1.78%	5,122	4,524	-11.68%
Advertising and related services	541800	1.59%	4,581	5,169	12.83%
Research and development in the physical, engineering, and life sciences	541710	1.56%	4,481	4,781	6.69%
Computer systems design and related services	541500	1.54%	4,441	5,396	21.51%
Colleges, universities, and professional schools, public and private	611300	1.53%	4,385	4,906	11.87%
Residential building construction	236100	1.52%	4,362	4,421	1.35%
Motor vehicle parts manufacturing	336300	1.47%	4,234	3,034	-28.35%
Other general purpose machinery manufacturing	333900	1.41%	4,052	3,292	-18.76%

Top Industries for Purchasing Managers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%

Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%

TORQ Analysis of Purchasing Managers to Treasurers and Controllers

ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance LeveL: 50	Weight: 1
To Title:	Treasurers and Controllers	11-3031.01	Skills:	Importance LeveL: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS

Grand TORQ: 89

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	97	Level	84	Level	85

Gaps To Narrow if Possible

Ability	Level	Gap	Impt
Mathematical Reasoning	59	8	65
Problem Sensitivity	64	7	72
Written Comprehension	62	5	72
Number Facility	60	3	65
Written Expression	59	2	65
Originality	46	2	50
Oral Comprehension	60	1	72
Deductive Reasoning	60	1	72

Upgrade These Skills

Skill	Level	Gap	Impt
Management of Financial Resources	88	26	88
Writing	70	14	72
Social Perceptiveness	55	14	72
Time Management	72	6	77
Reading Comprehension	70	4	82

Knowledge to Add

Knowledge	Level	Gap	Impt
Clerical	49	4	88
Customer and Personal Service	55	3	91
Psychology	47	2	71

LEVEL and IMPT (IMPORTANCE) refer to the Target Treasurers and Controllers. GAP refers to level difference between Purchasing Managers and Treasurers and Controllers.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Treasurers and Controllers	Importance
Oral Expression	64	62	75
Oral Comprehension	59	60	72
Written Comprehension	57	62	72
Problem Sensitivity	57	64	72

 Copyright 2009. Workforce Associates, Inc.

Purchasing Managers → Treasurers and Controllers

Deductive Reasoning	59	60	72
Speech Clarity	53	51	72
Near Vision	64	57	68
Speech Recognition	60	53	68
Written Expression	57	59	65
Inductive Reasoning	55	55	65
Information Ordering	51	51	65
Category Flexibility	53	48	65
Mathematical Reasoning	51	59	65
Number Facility	57	60	65
Perceptual Speed	41	37	56
Selective Attention	41	41	56
Finger Dexterity	37	35	53
Fluency of Ideas	48	46	50
Originality	44	46	50
Speed of Closure	46	42	50
Flexibility of Closure	50	42	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Managers	Treasurers and Controllers	Importance
Management of Financial Resources	62	88	88
Reading Comprehension	66	70	82
Time Management	66	72	77
Writing	56	70	72
Social Perceptiveness	41	55	72

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Managers	Treasurers and Controllers	Importance
Customer and Personal Service	52	55	91
Clerical	45	49	88
Psychology	45	47	71

Experience & Education Comparison

Related Work Experience Comparison

Description	Purchasing Managers	Treasurers and Controllers
10+ years	3%	54%
8-10 years	0%	10%
6-8 years	0%	6%
4-6 years	75%	15%
2-4 years	11%	8%

Required Education Level Comparison

Description	Purchasing Managers	Treasurers and Controllers
Doctoral	0%	0%
Professional Degree	0%	0%
Post-Masters Cert	0%	4%
Master's Degree	2%	55%
Post-Bachelor Cert	0%	0%
Bachelors	44%	28%

 Copyright 2009. Workforce Associates, Inc.

1-2 years	0%	3%
6-12 months	0%	1%
3-6 months	9%	0%
1-3 months	0%	0%
0-1 month	0%	0%
None	0%	0%

AA or Equiv	46%	3%
Some College	2%	6%
Post-Secondary Certificate	4%	0%
High Scool Diploma or GED	0%	0%
No HSD or GED	0%	0%

Purchasing Managers	Treasurers and Controllers
Most Common Educational/Training Requirement:	
Bachelor's or higher degree, plus work experience	Bachelor's or higher degree, plus work experience
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	5 - Job Zone Five: Extensive Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.
Most of these occupations require a four - year bachelor's degree, but some do not.	A bachelor's degree is the minimum formal education required for these occupations. However, many also require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

Treasurers and Controllers

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Selling or Influencing Others - Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Specific Tasks

- Administer online purchasing systems.
- Analyze market and delivery systems to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files

Occupation Specific Tasks:

- Analyze and classify risks and investments to determine their potential impacts on companies.
- Approve or reject, or coordinate the approval and rejection of, lines of credit and commercial, real estate, and personal loans.
- Communicate with stockholders and other investors to provide information, and to raise capital.
- Develop and analyze information to assess the current and future financial status of firms.
- Direct insurance negotiations, select insurance brokers and carriers, and place insurance.
- Establish and maintain relationships with individual and business customers, and provide assistance with problems these customers may encounter.
- Establish procedures for custody and control of assets, records, loan collateral, and securities, in order to ensure safekeeping.
- Evaluate data pertaining to costs in order to plan budgets.
- Evaluate financial reporting systems, accounting and collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions.
- Examine, evaluate, and process loan applications.
- Network within communities to find and attract new business.
- Oversee the flow of cash and financial instruments.
- Plan, direct, and coordinate risk and insurance programs of establishments to control risks and losses.
- Plan, direct, and coordinate the activities of workers in branches, offices, or departments of such establishments as branch banks, brokerage firms, risk and insurance departments, or credit departments.
- Prepare financial and regulatory reports required by laws, regulations, and boards of directors.
- Prepare operational and risk reports for management analysis.
- Recruit staff members, and oversee training programs.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Review reports of securities transactions and price lists in order to analyze market conditions.
- Submit delinquent accounts to attorneys or outside agencies for collection.

- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

- Scheduling software

Charting software

- Microsoft Office Visio

Data base management system software

- Oracle DBMS

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze market conditions
- analyze operational or management reports or records
- approve or deny credit applications
- approve or deny loans
- assign work to staff or employees
- compile data for financial reports
- conduct financial investigations
- conduct or attend staff meetings
- develop budgets
- develop management control systems
- develop policies, procedures, methods, or standards
- direct and coordinate financial activities
- identify financial risks to company
- monitor credit extension decisions
- oversee execution of organizational or program policies
- prepare reports for management
- prepare required government reports
- review loan applications
- use government regulations
- use negotiation techniques

Technology - Examples

Accounting software

- Accounting software
- Automatic Data Processing EasyPay software
- Hyperion Enterprise
- Intuit QuickBooks
- Job costing software
- MYOB Premier Accounting Small Business Suite
- Sage Fixed Asset Solution FAS
- Sage MIP Fund Accounting
- Sage Peachtree

Data base user interface and query software

- Database software
- Microsoft Access
- Oracle software
- Structured query language SQL

Electronic mail software

Internet browser software

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

- Microsoft Office

Point of sale POS software

- Point of sale POS software

Presentation software

- Microsoft PowerPoint

Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- Bottomline Technologies Bottomline Sprinter Purchasing Manager
- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers

- Microsoft Outlook

Enterprise resource planning ERP software

- ADERANT Expert Back Office, Powered by Keystone
- Deltek software
- Enterprise resource planning ERP software
- Exact Software Macola ES
- Great Plains Dynamics software
- Hyperion Solutions System 9 Planning
- Microsoft Great Plains
- Oracle JD Edwards OneWorld
- Oracle PeopleSoft
- SAP software
- Solomon Software

Financial analysis software

- FRx software
- Hyperion Pillar software
- Oracle Financials

Human resources software

- Automatic Data Processing PC payroll for windows PCPW

Office suite software

- Microsoft Office

Presentation software

- Microsoft PowerPoint

Spreadsheet software

- Corel QuattroPro
- IBM Lotus 1-2-3
- Microsoft Excel

Word processing software

- Microsoft Word

Tools - Examples

- 10-key calculators
- Desktop computers
- Notebook computers
- Personal computers

	• Personal digital assistants PDA • Tablet computers

Labor Market Comparison

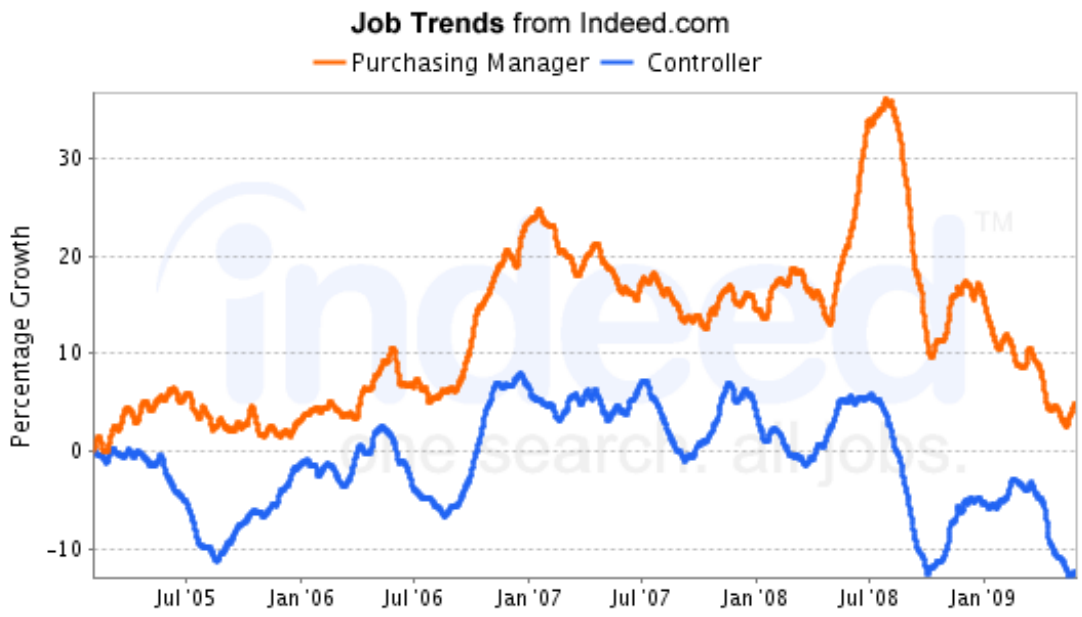
Maine Department of Labor.

Description	Purchasing Managers	Treasurers and Controllers	Difference
Median Wage	$ 72,560	$ 67,670	$(4,890)
10th Percentile Wage	$ 46,340	$ 41,820	$(4,520)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	$ 88,750	$ 89,670	$ 920
90th Percentile Wage	$105,800	$119,660	$ 13,860
Mean Wage	$ 74,700	$ 74,780	$ 80
Total Employment - 2021	330	2,440	2,110
Employment Base - 2006	343	2,692	2,349
Projected Employment - 2030	349	2,881	2,532
Projected Job Growth - 2006-2030	1.8 %	7.0 %	5.3 %
Projected Annual Openings - 2006-2030	11	58	47
Special			

Special Occupations:

National Job Posting Trends

Trend for Purchasing Managers and Treasurers and Controllers



Data from Indeed

Programs

Related Programs

Accounting and Business/Management

Accounting and Business/Management. An integrated or combined program in accounting and business administration/management that prepares individuals to function as accountants and business managers.

No information on schools for the program

Accounting and Finance

Accounting and Finance. An integrated or combined program in accounting and finance that prepares individuals to function as accountants and financial managers or analysts.

Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu

Credit Management

Credit Management. A program that prepares individuals to perform and/or manage operations concerning personal and corporate credit, collateral, loan processing, and related financial agency communications. Includes instruction in general finance and banking principles, insurance, real estate, taxation, business law and regulations, quantitative methods, financial computer systems applications, database management, communications skills, business and office management, and professional standards and ethics.

No information on schools for the program

Finance, General

Finance, General. A program that generally prepares individuals to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Includes instruction in principles of accounting; financial instruments; capital planning; funds acquisition; asset and debt management; budgeting; financial analysis; and investments and portfolio management.

Institution	Address	City	URL
Husson College	One College Circle	Bangor	www.husson.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Financial Management and Services, Other

Finance and Financial Management Services, Other. Any instructional program in financial management and services not listed above.

No information on schools for the program

International Finance

International Finance. A program that prepares individuals to manage international financial operations and related currency transactions. Includes instruction in international banking, international monetary and financial policy, money and capital markets, foreign exchange, risk analysis, and international cash flow operations.

No information on schools for the program

Investments and Securities

Investments and Securities. A program that prepares individuals to manage assets placed in capital markets, and related technical operations. Includes instruction in security analysis, debt and equity analysis, investment strategies, securities markets, computer-assisted research, portfolio management, portfolio performance analysis, and applications to specific investment problems and business situations.

No information on schools for the program

Public Finance

Public Finance. A program that prepares individuals to manage the financial assets and budgets of public sector organizations. Includes instruction in public trusts and investments; the laws and procedures used to plan, prepare and administer public agency budgets; and the preparation and analysis of public budget projections and policies.

No information on schools for the program

Maine Statewide Promotion Opportunities for Purchasing Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
11-3061.00	Purchasing Managers	100	4	330	$72,560.00	$0.00	2%	11	
11-3051.00	Industrial Production Managers	88	4	690	$72,560.00	$0.00	-12%	24	
11-1021.00	General and Operations Managers	88	4	8,490	$77,050.00	$4,490.00	-5%	209	
13-2052.00	Personal Financial Advisors	86	3	360	$94,100.00	$21,540.00	10%	13	
11-2022.00	Sales Managers	86	4	1,310	$72,720.00	$160.00	3%	32	
11-3021.00	Computer and Information Systems Managers	85	5	870	$83,130.00	$10,570.00	8%	21	
11-1011.00	Chief Executives	83	5	750	$102,290.00	$29,730.00	-6%	25	
11-2021.00	Marketing Managers	81	4	570	$74,560.00	$2,000.00	7%	17	
25-1063.00	Economics Teachers, Postsecondary	81	5	80	$73,830.00	$1,270.00	11%	2	
23-1011.00	Lawyers	81	5	1,910	$80,120.00	$7,560.00	6%	73	
11-9041.00	Engineering Managers	79	5	720	$91,030.00	$18,470.00	-2%	14	
11-9121.00	Natural Sciences Managers	78	5	180	$79,810.00	$7,250.00	8%	5	
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	$115,160.00	$42,600.00	1%	2	

29-1051.00	Pharmacists	76	5	1,190	$112,550.00	$39,990.00	22%	46	
17-2072.00	Electronics Engineers, Except Computer	75	4	210	$76,420.00	$3,860.00	-26%	4	

Special Occupations:

Top Industries for Treasurers and Controllers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Depository credit intermediation	522100	14.40%	72,902	74,327	1.95%
Management of companies and enterprises	551100	7.98%	40,411	46,586	15.28%
Securities and commodity contracts, brokerages, and exchanges	5231-2	4.05%	20,507	30,461	48.54%
Self-employed workers, primary job	000601	3.88%	19,649	20,934	6.54%
Local government, excluding education and hospitals	939300	3.51%	17,785	19,980	12.34%
Accounting, tax preparation, bookkeeping, and payroll services	541200	3.27%	16,571	19,653	18.60%
Other nondepository credit intermediation, including real estate credit and consumer lending	522290	2.84%	14,398	17,266	19.92%
Other financial investment activities	523900	2.56%	12,983	18,297	40.93%
Federal government, excluding postal service	919999	2.41%	12,222	11,554	-5.47%
Colleges, universities, and professional schools, public and private	611300	1.72%	8,734	9,771	11.87%
General medical and surgical hospitals, public and private	622100	1.68%	8,503	9,414	10.71%
Automobile dealers	441100	1.61%	8,167	9,265	13.44%
Direct insurance (except life, health, and medical) carriers	524120	1.58%	8,009	8,371	4.52%
State government, excluding education and hospitals	929200	1.57%	7,953	7,804	-1.87%
Computer systems design and related services	541500	1.40%	7,071	9,548	35.02%

Top Industries for Purchasing Managers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%

 Copyright 2009. Workforce Associates, Inc.

Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%

TORQ Analysis of Purchasing Managers to Storage and Distribution Managers

ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance LeveL: 50	Weight: 1
To Title:	Storage and Distribution Managers	11-3071.02	Skills:	Importance LeveL: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS

Grand TORQ: 89

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	96	Level	81	Level	90

Gaps To Narrow if Possible

Ability	Level	Gap	Impt
Selective Attention	44	3	53

Upgrade These Skills

Skill	Level	Gap	Impt
Management of Personnel Resources	68	20	80
Social Perceptiveness	62	21	74
Service Orientation	62	9	71
Science	17	4	78
Active Listening	59	3	80

Knowledge to Add

Knowledge	Level	Gap	Impt
Customer and Personal Service	71	10	81

LEVEL and IMPT (IMPORTANCE) refer to the Target Storage and Distribution Managers. GAP refers to level difference between Purchasing Managers and Storage and Distribution Managers.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Storage and Distribution Managers	Importance
Oral Comprehension	59	57	75
Oral Expression	64	57	75
Speech Recognition	60	51	75
Speech Clarity	53	51	75
Problem Sensitivity	57	51	72
Deductive Reasoning	59	50	65

 Copyright 2009. Workforce Associates, Inc.

Inductive Reasoning	55	46	65
Near Vision	64	53	65
Written Comprehension	57	55	62
Information Ordering	51	48	59
Category Flexibility	53	51	59
Written Expression	57	50	56
Fluency of Ideas	48	46	53
Selective Attention	41	44	53
Originality	44	42	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Managers	Storage and Distribution Managers	Importance
Active Listening	56	59	80
Management of Personnel Resources	48	68	80
Science	13	17	78
Social Perceptiveness	41	62	74
Service Orientation	53	62	71

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Managers	Storage and Distribution Managers	Importance
Customer and Personal Service	61	71	81

Experience & Education Comparison

Related Work Experience Comparison

Description	Purchasing Managers	Storage and Distribution Managers
10+ years	3%	7%
8-10 years	0%	19%
6-8 years	0%	2%
4-6 years	75%	8%
2-4 years	11%	58%
1-2 years	0%	0%
6-12 months	0%	2%
3-6 months	9%	0%
1-3 months	0%	0%
0-1 month	0%	0%
None	0%	0%

Required Education Level Comparison

Description	Purchasing Managers	Storage and Distribution Managers
Doctoral	0%	0%
Professional Degree	0%	0%
Post-Masters Cert	0%	0%
Master's Degree	2%	0%
Post-Bachelor Cert	0%	0%
Bachelors	44%	38%
AA or Equiv	46%	3%
Some College	2%	13%
Post-Secondary Certificate	4%	0%
High Scool Diploma or GED	0%	43%
No HSD or GED	0%	0%

Purchasing Managers	Storage and Distribution Managers

Most Common Educational/Training Requirement:

 Copyright 2009. Workforce Associates, Inc.

Bachelor's or higher degree, plus work experience	Work experience in a related occupation
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	3 - Job Zone Three: Medium Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.
Most of these occupations require a four - year bachelor's degree, but some do not.	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

- Administer online purchasing systems.
- Analyze market and delivery systems to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.

Storage and Distribution Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Advise sales and billing departments of transportation charges for customers' accounts.
- Arrange for necessary shipping documentation, and contact customs officials to effect release of shipments.
- Arrange for storage facilities when required.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.
- Develop and document standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials.
- Develop and implement plans for facility modification or expansion, such as

- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files
- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

equipment purchase or changes in space allocation or structural design.

- Evaluate freight costs and the inventory costs associated with transit times to ensure that costs are appropriate.
- Evaluate locations for new warehouses and distribution networks to determine their potential usefulness.
- Examine invoices and shipping manifests for conformity to tariff and customs regulations.
- Examine products or materials to estimate quantities or weight and type of container required for storage or transport.
- Inspect physical conditions of warehouses, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
- Interview, select, and train warehouse and supervisory personnel.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates.
- Participate in setting transportation and service rates.
- Plan, develop, and implement warehouse safety and security programs and activities.
- Prepare and manage departmental budgets.
- Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
- Respond to customers' or shippers' questions and complaints regarding storage and distribution services.
- Review invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery periods and to issue work assignments.
- Schedule and monitor air or surface pickup, delivery, or distribution of products or materials.
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Track and trace goods while they are en route to their destinations, expediting orders when necessary.

Detailed Tasks

Detailed Work Activities:

- adhere to safety procedures
- analyze operational or management reports or records
- analyze organizational operating practices or procedures
- answer customer or public inquiries
- arrange delivery schedules

Technology - Examples

Calendar and scheduling software

- Scheduling software

Charting software

- Microsoft Office Visio

Data base management system software

- Oracle DBMS

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Internet browser software

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

- Microsoft Office

Point of sale POS software

- Point of sale POS software

Presentation software

- arrange delivery schedules
- assign work to staff or employees
- call on customers to solicit new business
- communicate technical information
- conduct or attend staff meetings
- confer with other departmental heads to coordinate activities
- develop maintenance schedules
- develop policies, procedures, methods, or standards
- develop safety regulations
- direct and coordinate activities of workers or staff
- ensure compliance with government regulations
- evaluate information from employment interviews
- evaluate performance of employees or contract personnel
- examine documents for completeness, accuracy, or conformance to standards
- hire, discharge, transfer, or promote workers
- inspect products or systems for regulatory compliance
- inspect property to determine damages
- interview job applicants
- investigate customer complaints
- maintain safe work environment
- measure, weigh, or count products or materials
- monitor facilities or equipment
- negotiate business contracts
- orient new employees
- oversee execution of organizational or program policies
- prepare reports
- provide customer service
- purchase property management or maintenance equipment or supplies
- resolve customer or public complaints
- schedule air or surface pickup, delivery, or distribution of product
- schedule facility or property maintenance
- schedule work to meet deadlines
- use conflict resolution techniques
- use negotiation techniques
- use oral or written communication techniques
- use weighing or measuring devices in transportation
- write administrative procedures services manual
- write business correspondence

Technology - Examples

Analytical or scientific software

Presentation software

- Microsoft PowerPoint

Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- Bottomline Technologies Bottomline Sprinter Purchasing Manager
- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers
- Integrated Decision Support Netwise Enterprise
- Integrated Decision Support Netwise Frontline
- QUALCOMM QTRACS
- QUALCOMM ViaWeb

Compliance software

- Scanlon Associates LogPak

Data base user interface and query software

- Microsoft Access

Electronic mail software

- Microsoft Outlook

Enterprise resource planning ERP software

- Enterprise resource planning ERP software

Graphics or photo imaging software

- Graphics software

Inventory management software

- Aljex Inventory
- DSA Foxware Warehouse Management
- International Business Systems software
- Logility Voyager WarehousePRO
- MRA Technologies MRATrack Warehouse Management System
- Sentai Pinpoint

Label making software

- ABOL Manifest Systems

Materials requirements planning logistics and supply chain software

- Cadre Technologies Cadence Warehouse Management System
- Catalyst International CatalystConnect
- IBM i2 Transportation Manager
- Integrated Decision Support Corporation Netwise Supply Chain
- Integrated Decision Support Corporation Swap Advice
- IntelliTrack Warehouse Management System
- Radio Beacon WMS
- RedPrairie DLx Warehouse
- SSA Global Warehouse Management System WMS

- Supply chain event management software
- TECSYS EliteSeries
- TECSYS PointForce Enterprise

Office suite software

- Microsoft Office

Presentation software

- Microsoft PowerPoint

Project management software

- HighJump Software Warehouse Advantage
- Infosite Technologies DM Warehousing
- Sentai WarehouseTrac

Spreadsheet software

- Spreadsheet software

Time accounting software

- WorkForce Software EmpCenter Time and Attendance

Word processing software

- Word processing software

Tools - Examples

- Barcoding labels
- Barcoding scanners
- Desktop computers
- Digital cameras
- Forklifts
- Wireless communication and satellite positioning tools
- Cell phones
- Laptop computers
- Personal computers
- Personal digital assistants PDA
- Radio frequency handheld terminals
- Radio frequency identification RFID devices
- Global positioning systems GPS

Labor Market Comparison

Maine Department of Labor.

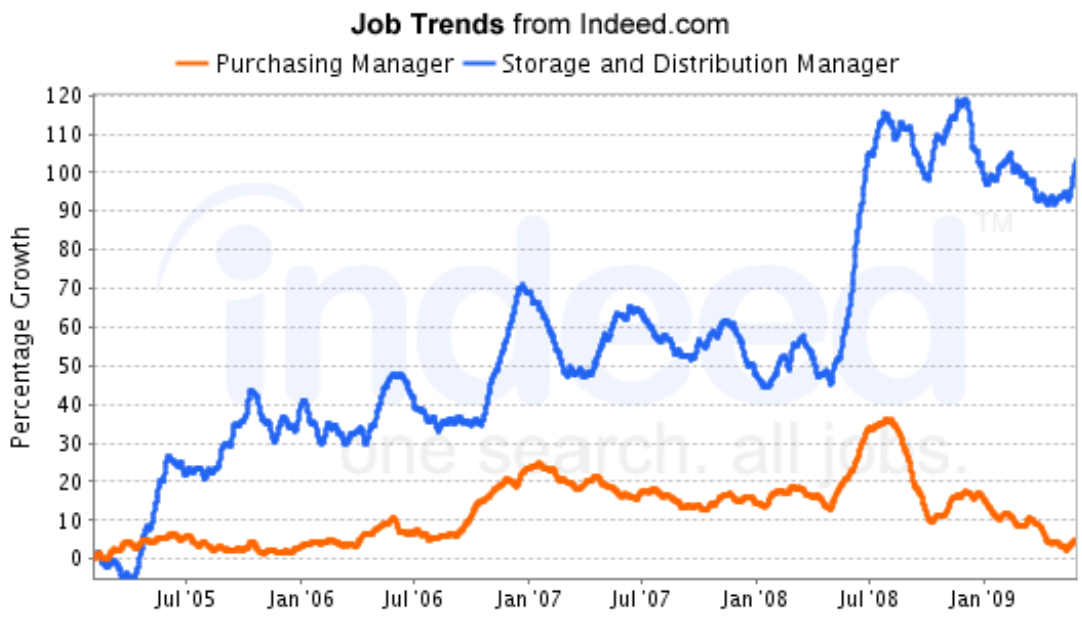
 Copyright 2009. Workforce Associates, Inc.

Description	Purchasing Managers	Storage and Distribution Managers	Difference
Median Wage	$ 72,560	$ 62,270	$(10,290)
10th Percentile Wage	$ 46,340	$ 40,840	$(5,500)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	$ 88,750	$ 82,310	$(6,440)
90th Percentile Wage	$105,800	$102,600	$(3,200)
Mean Wage	$ 74,700	$ 68,620	$(6,080)
Total Employment - 2021	330	710	380
Employment Base - 2006	343	701	358
Projected Employment - 2030	349	736	387
Projected Job Growth - 2006-2030	1.8 %	5.0 %	3.2 %
Projected Annual Openings - 2006-2030	11	25	14
Special			

Special Occupations:

National Job Posting Trends

Trend for Purchasing Managers and Storage and Distribution Managers



Data from Indeed

'

Programs

Related Programs

Aeronautics/Aviation/Aerospace Science and Technology, General

Aeronautics/Aviation/Aerospace Science and Technology, General. A program that focuses on the general study of aviation and the aviation industry, including in-flight and ground support operations. Includes instruction in the technical, business, and general aspects of air transportation systems.

No information on schools for the program

Aviation Management

Aviation/Airway Management and Operations. A program that prepares individuals to apply technical knowledge and skills to the management of aviation industry operations and services. Includes instruction in airport operations, ground traffic direction, ground support and flightline operations, passenger and cargo operations, flight safety and security operations, aviation industry regulation, and related business aspects of managing aviation enterprises.

No information on schools for the program

Business Administration and Management, General

Business Administration and Management, General. A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Beal College	99 Farm Road	Bangor	bealcollege.edu
University of New England	11 Hills Beach Rd	Biddeford	WWW.UNE.EDU
Wasington County Community College	One College Drive	Calais	www.wccc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu

Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu
Southern Maine Community College	2 Fort Road	South Portland	www.smccME.edu
Southern Maine Community College	2 Fort Road	South Portland	www.smccME.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
York County Community College	112 College Drive	Wells	www.yccc.edu

Business/Commerce, General

Business/Commerce, General. A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.

Institution	Address	City	URL
Beal College	99 Farm Road	Bangor	bealcollege.edu
University of Maine at Farmington	224 Main St	Farmington	www.umf.maine.edu
University of Maine at Fort Kent	23 University Drive	Fort Kent	www.umfk.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Logistics and Materials Management

Logistics and Materials Management. A program that prepares individuals to manage and coordinate all logistical functions in an enterprise, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, to the handling and delivery of output. Includes instruction in acquisitions and purchasing, inventory control, storage and handling, just-in-time manufacturing, logistics planning, shipping and delivery management, transportation, quality control, resource estimation and allocation, and budgeting.

No information on schools for the program

Public Administration

Public Administration. A program that prepares individuals to serve as managers in the executive arm of local, state, and federal government; and that focuses on the systematic study of executive organization and management. Includes instruction in the roles, development, and principles of public administration; the management of public policy; executive-legislative relations; public budgetary processes and financial management; administrative law; public personnel management; professional ethics; and research methods.

Institution	Address	City	URL
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Fort Kent	23 University Drive	Fort Kent	www.umfk.maine.edu
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/

Public Administration and Services, Other

Public Administration and Social Service Professions, Other. Any instructional program in public administration and services not listed above.

Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu

Maine Statewide Promotion Opportunities for Purchasing Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
11-3061.00	Purchasing Managers	100	4	330	$72,560.00	$0.00	2%	11	
11-3051.00	Industrial Production Managers	88	4	690	$72,560.00	$0.00	-12%	24	
11-1021.00	General and Operations Managers	88	4	8,490	$77,050.00	$4,490.00	-5%	209	
13-2052.00	Personal Financial Advisors	86	3	360	$94,100.00	$21,540.00	10%	13	
11-2022.00	Sales Managers	86	4	1,310	$72,720.00	$160.00	3%	32	
11-3021.00	Computer and Information Systems Managers	85	5	870	$83,130.00	$10,570.00	8%	21	
11-1011.00	Chief Executives	83	5	750	$102,290.00	$29,730.00	-6%	25	
11-2021.00	Marketing Managers	81	4	570	$74,560.00	$2,000.00	7%	17	

25-1063.00	Economics Teachers, Postsecondary	81	5	80	$73,830.00	$1,270.00	11%	2	
23-1011.00	Lawyers	81	5	1,910	$80,120.00	$7,560.00	6%	73	
11-9041.00	Engineering Managers	79	5	720	$91,030.00	$18,470.00	-2%	14	
11-9121.00	Natural Sciences Managers	78	5	180	$79,810.00	$7,250.00	8%	5	
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	$115,160.00	$42,600.00	1%	2	
29-1051.00	Pharmacists	76	5	1,190	$112,550.00	$39,990.00	22%	46	
17-2072.00	Electronics Engineers, Except Computer	75	4	210	$76,420.00	$3,860.00	-26%	4	

Special Occupations:

Top Industries for Storage and Distribution Managers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	8.18%	7,687	7,267	-5.47%
General freight trucking	484100	7.31%	6,875	7,777	13.11%
Warehousing and storage	493100	5.90%	5,551	7,414	33.57%
Management of companies and enterprises	551100	5.66%	5,322	6,135	15.28%
Local government, excluding education and hospitals	939300	4.83%	4,542	5,102	12.34%
Couriers	492100	4.11%	3,862	4,150	7.46%
Grocery and related product wholesalers	424400	3.41%	3,203	3,503	9.35%
Freight transportation arrangement	488500	3.38%	3,180	4,031	26.76%
Specialized freight trucking	484200	2.57%	2,418	2,724	12.64%
Self-employed workers, primary job	000601	2.55%	2,400	2,557	6.54%
Rail transportation	482100	1.86%	1,751	1,507	-13.94%
Scheduled air transportation	481100	1.65%	1,553	1,715	10.41%
State government, excluding education and hospitals	929200	1.52%	1,429	1,402	-1.87%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.13%	1,063	1,239	16.57%
Wholesale electronic markets and agents and brokers	425100	1.12%	1,055	1,197	13.48%

 Copyright 2009. Workforce Associates, Inc.

Top Industries for Purchasing Managers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%

 Copyright 2009. Workforce Associates, Inc.

TORQ Analysis of Purchasing Managers to Cost Estimators

ANALYSIS INPUT

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance LeveL: 50	Weight: 1
To Title:	Cost Estimators	13-1051.00	Skills:	Importance LeveL: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

TORQ RESULTS

Grand TORQ: 89

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	97	Level	81	Level	89

Gaps To Narrow if Possible

Ability	Level	Gap	Impt
Oral Comprehension	67	8	81
Information Ordering	60	9	72
Written Comprehension	64	7	68
Mathematical Reasoning	57	6	68
Originality	51	7	53
Inductive Reasoning	59	4	68
Oral Expression	67	3	75
Number Facility	60	3	56
Fluency of Ideas	51	3	53
Near Vision	66	2	68
Deductive Reasoning	60	1	68

Upgrade These Skills

Skill	Level	Gap	Impt
Science	40	27	69
Active Listening	73	17	88
Mathematics	82	16	72
Complex Problem Solving	62	8	71
Writing	66	7	76
Management of Personnel Resources	54	6	75
Equipment Selection	63	5	72
Reading Comprehension	70	4	87
Persuasion	56	4	71
Management of Financial Resources	62	3	77

Knowledge to Add

Knowledge	Level	Gap	Impt
No Knowledge Upgrades Required!			

LEVEL and IMPT (IMPORTANCE) refer to the Target Cost Estimators. GAP refers to level difference between Purchasing Managers and Cost Estimators.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Cost Estimators	Importance
Oral Comprehension	59	67	81
Oral Expression	64	67	75

 Copyright 2009. Workforce Associates, Inc.

Purchasing Managers → Cost Estimators

	Purchasing Managers	Cost Estimators	
Information Ordering	51	60	72
Written Comprehension	57	64	68
Deductive Reasoning	59	60	68
Inductive Reasoning	55	59	68
Mathematical Reasoning	51	57	68
Near Vision	64	66	68
Speech Recognition	60	48	68
Speech Clarity	53	48	68
Written Expression	57	57	65
Problem Sensitivity	57	50	65
Category Flexibility	53	53	62
Number Facility	57	60	56
Fluency of Ideas	48	51	53
Originality	44	51	53
Selective Attention	41	37	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Purchasing Managers	Cost Estimators	Importance
Active Listening	56	73	88
Reading Comprehension	66	70	87
Management of Financial Resources	59	62	77
Writing	59	66	76
Management of Personnel Resources	48	54	75
Mathematics	66	82	72
Equipment Selection	58	63	72
Persuasion	52	56	71
Complex Problem Solving	54	62	71
Science	13	40	69

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Purchasing Managers	Cost Estimators	Importance

Experience & Education Comparison

Related Work Experience Comparison

Description	Purchasing Managers	Cost Estimators
10+ years	3%	8%
8-10 years	0%	4%
6-8 years	0%	9%
4-6 years	75%	4%

Required Education Level Comparison

Description	Purchasing Managers	Cost Estimators
Doctoral	0%	0%
Professional Degree	0%	0%
Post-Masters Cert	0%	0%
Master's Degree	2%	12%

	Purchasing Managers	Cost Estimators
2-4 years	11%	15%
1-2 years	0%	8%
6-12 months	0%	27%
3-6 months	9%	11%
1-3 months	0%	4%
0-1 month	0%	0%
None	0%	4%

	Purchasing Managers	Cost Estimators
Post-Bachelor Cert	0%	0%
Bachelors	44%	19%
AA or Equiv	46%	8%
Some College	2%	10%
Post-Secondary Certificate	4%	9%
High Scool Diploma or GED	0%	40%
No HSD or GED	0%	0%

Purchasing Managers	Cost Estimators
Most Common Educational/Training Requirement:	
Bachelor's or higher degree, plus work experience	Work experience in a related occupation
Job Zone Comparison	
4 - Job Zone Four: Considerable Preparation Needed	4 - Job Zone Four: Considerable Preparation Needed
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.	A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
Most of these occupations require a four - year bachelor's degree, but some do not.	Most of these occupations require a four - year bachelor's degree, but some do not.
Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.	Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

- Administer online purchasing systems.

Cost Estimators

Core Tasks

Generalized Work Activities:

- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

Specific Tasks

- Analyze market and delivery systems to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files
- manage inventories or supplies

Occupation Specific Tasks:

- Analyze blueprints and other documentation to prepare time, cost, materials, and labor estimates.
- Assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.
- Conduct special studies to develop and establish standard hour and related cost data or to effect cost reduction.
- Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
- Establish and maintain tendering process, and conduct negotiations.
- Prepare and maintain a directory of suppliers, contractors and subcontractors.
- Prepare cost and expenditure statements and other necessary documentation at regular intervals for the duration of the project.
- Prepare estimates for use in selecting vendors or subcontractors.
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
- Review material and labor requirements to decide whether it is more cost-effective to produce or purchase components.
- Set up cost monitoring and reporting systems and procedures.
- Visit site and record information about access, drainage and topography, and availability of services such as water and electricity.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze technical data, designs, or preliminary specifications
- bid engineering, construction or extraction projects
- compile data for financial reports
- compute cost estimates of construction or engineering projects
- compute financial data
- confer with vendors
- convert design specifications to cost estimates
- estimate cost for engineering projects
- estimate materials or labor requirements
- estimate production costs

- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

- Scheduling software

Charting software

- Microsoft Office Visio

Data base management system software

- Oracle DBMS

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Internet browser software

- estimate time needed for project
- estimate time or cost for installation, repair, or construction projects
- evaluate material specifications
- identify supplier with best bid
- interpret maps for architecture, construction, or engineering project
- monitor operational budget
- negotiate business contracts
- prepare cost estimates
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- read blueprints
- read specifications
- understand construction specifications
- understand engineering data or reports
- understand technical operating, service or repair manuals
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software
- use statistical cost estimation methods

Technology - Examples

Accounting software

- Choice Job Cost
- Cost accounting software
- CPR International GeneralCOST Estimator
- Intuit QuickBooks
- National Job Cost software

Analytical or scientific software

- Construction Management Software ProEst
- QSM SLIM
- Resources Calculations Incorporated SoftCost
- WinEstimator WinEst

Data base reporting software

- Business Objects Crystal Reports
- Software AG software

Electronic mail software

- Microsoft Outlook

Financial analysis software

- Cost estimation software
- CPR International Visual Estimator

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

- Microsoft Office

Point of sale POS software

- Point of sale POS software

Presentation software

- Microsoft PowerPoint

Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- Bottomline Technologies Bottomline Sprinter Purchasing Manager
- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers

- IBM Costimater
- Softstar Costar COCOMO II

Project management software

- Assured Software JPP
- Galorath SEER-SEM
- Sage Software Sage Master Builder
- Xactware Xactimate

Spreadsheet software

- Apple AppleWorks
- Corel QuattroPro
- IBM Lotus 1-2-3
- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word

Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Personal digital assistants PDA
- Scanners
- Tablet computers

Labor Market Comparison

Maine Department of Labor.

Description	Purchasing Managers	Cost Estimators	Difference
Median Wage	$ 72,560	$ 44,990	$(27,570)

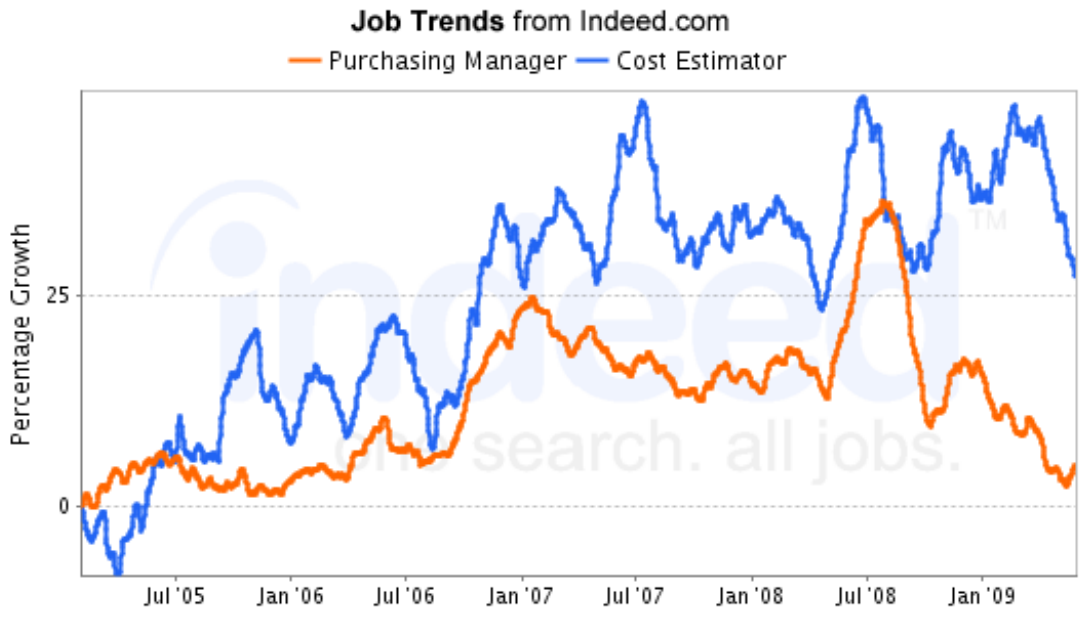
 Copyright 2009. Workforce Associates, Inc.

10th Percentile Wage	$ 46,340	$ 30,880	$(15,460)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	$ 88,750	$ 58,820	$(29,930)
90th Percentile Wage	$105,800	$ 76,320	$(29,480)
Mean Wage	$ 74,700	$ 49,830	$(24,870)
Total Employment - 2021	330	750	420
Employment Base - 2006	343	751	408
Projected Employment - 2030	349	853	504
Projected Job Growth - 2006-2030	1.8 %	13.6 %	11.8 %
Projected Annual Openings - 2006-2030	11	25	14
Special			

Special Occupations:

National Job Posting Trends

Trend for Purchasing Managers and Cost Estimators



Data from Indeed

'

Programs

Related Programs

Business Administration and Management, General

Business Administration and Management, General. A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Beal College	99 Farm Road	Bangor	bealcollege.edu
University of New England	11 Hills Beach Rd	Biddeford	WWW.UNE.EDU
Wasington County Community College	One College Drive	Calais	www.wccc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu
Southern Maine Community College	2 Fort Road	South Portland	www.smccME.edu
Southern Maine Community College	2 Fort Road	South Portland	www.smccME.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
York County Community College	112 College Drive	Wells	www.yccc.edu

 Copyright 2009. Workforce Associates, Inc.

Business/Commerce, General

Business/Commerce, General. A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.

Institution	Address	City	URL
Beal College	99 Farm Road	Bangor	bealcollege.edu
University of Maine at Farmington	224 Main St	Farmington	www.umf.maine.edu
University of Maine at Fort Kent	23 University Drive	Fort Kent	www.umfk.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Construction Engineering

Construction Engineering. A program that prepares individuals to apply scientific, mathematical, and management principles to the planning, design, and building of facilities and structures. Includes instruction in civil engineering, structural principles, site analysis, computer-assisted design, geology, evaluation and testing, materials, contracting, project management, graphic communications, and applicable laws and regulations.

No information on schools for the program

Construction Engineering Technology/Technician

Construction Engineering Technology/Technician. A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers, engineering contractors and other professionals engaged in the construction of buildings and related structures. Includes instruction in basic structural engineering principles and construction techniques, building site inspection, site supervision, construction personnel supervision, plan and specification interpretation, supply logistics and procurement, applicable building codes, and report preparation.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu

Manufacturing Engineering

Manufacturing Engineering. A program that prepares individuals to apply scientific and mathematical principles to the design, development, and implementation of manufacturing systems. Includes instruction in materials science and engineering, manufacturing processes, process engineering, assembly and product engineering, manufacturing systems design, and manufacturing competitiveness.

No information on schools for the program

Materials Engineering

Materials Engineering. A program that prepares individuals to apply mathematical and materials science principles to the design, development and operational evaluation of materials and related processes used in manufacturing in a wide variety of settings; the synthesis of new industrial materials, including marrying and bonding composites; analysis of materials requirements and specifications; and related problems of system design dependent on materials factors.

No information on schools for the program

Mechanical Engineering

Mechanical Engineering. A program that prepares individuals to apply mathematical and scientific principles to the design, development and operational evaluation of physical systems used in manufacturing and end-product systems used for specific uses, including machine tools, jigs and other manufacturing equipment; stationary power units and appliances; engines; self-propelled vehicles; housings and containers; hydraulic and electric systems for controlling movement; and the integration of computers and remote control with operating systems.

Institution	Address	City	URL
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/

Purchasing, Procurement and Contracts Management

Purchasing, Procurement/Acquisitions and Contracts Management. A program that prepares individuals to manage and/or administer the processes by which a firm or organization contracts for goods and services to support its operations, as well as contracts it to sell to other firms or organizations. Includes instruction in contract law, negotiations, buying procedures, government contracting, cost and price analysis, vendor relations, contract administration, auditing and inspection, relations with other firm departments, and applications to special areas such as high-technology systems, international purchasing, and construction.

No information on schools for the program

Maine Statewide Promotion Opportunities for Purchasing Managers

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	Special
11-3061.00	Purchasing Managers	100	4	330	$72,560.00	$0.00	2%	11	
11-3051.00	Industrial Production Managers	88	4	690	$72,560.00	$0.00	-12%	24	
11-1021.00	General and Operations Managers	88	4	8,490	$77,050.00	$4,490.00	-5%	209	
13-2052.00	Personal Financial Advisors	86	3	360	$94,100.00	$21,540.00	10%	13	
11-2022.00	Sales Managers	86	4	1,310	$72,720.00	$160.00	3%	32	
11-3021.00	Computer and Information Systems Managers	85	5	870	$83,130.00	$10,570.00	8%	21	

 Copyright 2009. Workforce Associates, Inc.

11-1011.00	Chief Executives	83	5	750	$102,290.00	$29,730.00	-6%	25	
11-2021.00	Marketing Managers	81	4	570	$74,560.00	$2,000.00	7%	17	
25-1063.00	Economics Teachers, Postsecondary	81	5	80	$73,830.00	$1,270.00	11%	2	
23-1011.00	Lawyers	81	5	1,910	$80,120.00	$7,560.00	6%	73	
11-9041.00	Engineering Managers	79	5	720	$91,030.00	$18,470.00	-2%	14	
11-9121.00	Natural Sciences Managers	78	5	180	$79,810.00	$7,250.00	8%	5	
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	$115,160.00	$42,600.00	1%	2	
29-1051.00	Pharmacists	76	5	1,190	$112,550.00	$39,990.00	22%	46	
17-2072.00	Electronics Engineers, Except Computer	75	4	210	$76,420.00	$3,860.00	-26%	4	

Special Occupations:

Top Industries for Cost Estimators

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Nonresidential building construction	236200	9.42%	20,828	25,214	21.06%
Residential building construction	236100	8.88%	19,639	23,893	21.66%
Plumbing, heating, and air-conditioning contractors	238220	7.50%	16,592	20,243	22.00%
Electrical contractors	238210	7.22%	15,964	18,085	13.29%
Other specialty trade contractors	238900	5.27%	11,641	13,900	19.41%
Automotive body, paint, interior, and glass repair	811120	3.78%	8,358	10,543	26.14%
Drywall and insulation contractors	238310	3.11%	6,882	7,931	15.24%
Printing and related support activities	323100	2.68%	5,921	5,068	-14.40%
Architectural and structural metals manufacturing	332300	2.56%	5,662	6,533	15.39%
Roofing contractors	238160	2.41%	5,338	6,735	26.16%
Highway, street, and bridge construction	237300	2.38%	5,266	6,125	16.32%
Painting and wall covering contractors	238320	2.03%	4,489	5,397	20.22%
Building material and supplies dealers	444100	1.92%	4,252	5,870	38.06%
Automobile dealers	441100	1.49%	3,290	4,032	22.56%

 Copyright 2009. Workforce Associates, Inc.

Poured concrete foundation and structure contractors	238110	1.46%	3,228	3,932	21.79%

Top Industries for Purchasing Managers

Industry	NAICS	% of Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%

 Copyright 2009. Workforce Associates, Inc.

Industry & Occupational Data Sources

TORQ Results: The TORQ Scores is based upon an proprietary algorithm applied against Knowledge, Skills and Ability levels and importance derived from O*NET 12.

ASK Analysis, Experience & Education Levels and Tasks: O*Net 12

Labor Market Comparisons Occupational Projections data from Maine Department of Labor

National Posting Trends Indeed.com

Labor Pool & Promotions Opportunities: Occupational Projections data from Maine Department of Labor

Top Industries: Occupational Employment Statistics program (U.S. Bureau of Labor Statistics)

 Copyright 2009. Workforce Associates, Inc.