



PURCHASING SUPERVISOR

AGENCY/DEPARTMENT:
Administrative Services/Fiscal Services

Approved By HR Director: Linda Matthews
Date Approved: 03/08/2005
Date of Last Revision: N/A

Reports to: Fiscal Services Director
Supervises: Purchasing Assistant/Purchasing Clerk

JOB SUMMARY: Under general direction, supervises, plans, and coordinates the activities and operations of the City's centralized purchasing function; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Fiscal Services Director; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Coordinates the organization, staffing, and operational activities for the City's centralized Purchasing function including procurement of materials, supplies, and services.
2. Participates in the development and implementation of departmental goals, objectives, policies, procedures and priorities.
3. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
4. Directs, coordinates, and reviews the work plan for the department; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; and reviews and evaluates work products, methods and procedures.
5. Assists City staff with procurement needs by providing professional and technical guidance on obtaining materials and services; ensures that procurement activities meet legal and professional standards by enforcing pertinent codes, policies and regulations and professional ethics regarding purchasing operations. Encourages the standardization of equipment, materials, and services used by various City departments.
6. Conducts pre-bid specification review conferences with bidders and City officials to resolve any conflicts or misunderstandings regarding bids; supervises and participates in the development of bid specifications; and analyzes bids and makes recommendations on major purchases.
7. Oversees, reviews, and processes purchase orders, verifies proper account numbers/funds for ordered items; signs and approves purchase orders as authorized; and coordinates and monitors open/blanket purchase orders.
8. Supervises the transfer of surplus or unused supplies and equipment between departments as needed and the sale of surplus items in excess of or unsuitable for City use.
9. Establishes and maintains contact and negotiations with vendors; keeps informed of new products; develops new sources of supply; evaluates vendor performance.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION/TRAINING: Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, or related field.

EXPERIENCE: Five years of increasingly responsible purchasing experience.

KNOWLEDGE OF:

- Public Contract Code, Uniform Commercial Code, Uniform Computer Information Transactions Act, and Uniform Contract Code.
- Governmental purchasing practices, principles, and terminology related to a wide variety of products and services.
- Principles of contract negotiation and administration practices.
- Competitive bidding and pricing procedures.
- Types, grades, unit price and sources of supply of equipment, supplies and products to be purchased.
- Research methodology and costing techniques.
- Operational characteristics, services and activities of a comprehensive municipal purchasing program.

ABILITY TO:

- Manage and coordinate the work of technical and administrative support personnel.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Prepare and maintain accurate and complete records and reports.
- Control and administer budgets.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

LICENSES:

- Possession of a valid California Driver's License.
- Acceptable driving record at time of appointment and throughout employment.

SPECIAL REQUIREMENTS:

DESIRABLE:

- Two years of lead or supervisory experience.
- Professional purchasing certification of Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO).
- Public agency purchasing experience.
- Knowledge of City Municipal Code as applied to purchasing regulations and standards.

FLSA Exemption Status: Exempt

Employee Unit: Unit 3, Management Group

DOT Program Participant: No

Job Family: Fiscal Services - Procurement

Job Family Classes: Purchasing Clerk
Purchasing Assistant
Purchasing Supervisor

Date of Class Creation: June 21, 2004