

PURCHASING SUPERVISOR

DEFINITION

Under direction, plans, schedules, assigns, reviews and supervises the work of staff performing professional and technical duties within Purchasing including procurement, contract administration, and inventory control; performs difficult and complex procurement and contract administration duties; provides complex staff assistance to management staff; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class in the purchasing/contract administration class series that exercises independent judgment on diverse and specialized procurement, contract administration, and inventory control program activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the assigned work unit(s); identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and programs with those of other departments and outside agencies.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Supervises the preparation and review of contract documents, completion of forms, and facilitation of the review and approval process; approves contracts by reviewing and verifying scope of work, contract terms and requirements, and required contractor/consultant documentation including insurance and Department of Industrial Relations registration.
- Supervises and participates in the creation of request for proposal (RFP), invitation for bid (IFB), and request for qualification (RFQ) documents; supervises the bid and award process

for procuring a variety of materials, supplies, services, and equipment in accordance with District standards and policies and applicable legal requirements.

- Analyzes, develops, and monitors supplier performance quality measures; evaluates and proposes new procurement programs and processes that will improve cost, quality, and customer responsiveness.
- Supervises warehouse operations including procurement, stocking, and issuing of supplies and materials and inventory maintenance; may perform inventory control duties in a back-up capacity as assigned, including operating variety of warehouse equipment such as pallet jack forklift, overhead crane, and other material handling devices in a safe and effective manner.
- Provides staff assistance to assigned management; researches, analyzes, summarizes, and interprets data from various sources; prepares various reports, correspondence, and other documents.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, technologies, regulations, and new developments and changes in the field of procurement, contract administration, and inventory control programs; implements policy and procedural changes after approval.
- Answers questions and provides information to the public and other agencies; investigates and responds to complaints and inquiries; recommends corrective actions to resolve issues.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols; attends safety meetings, as required; reports all accidents, violations, or infractions to the manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration.
- Modern principles, practices, and methods of public and governmental procurement, contract administration, and inventory management.
- Principles, practices, and techniques of drafting and administering contracts and enforcing contract provisions.
- Sources and types of products, commodities, and services used by a water and wastewater utility.
- Methods and techniques of preparing comprehensive administrative reports and general business correspondence.
- Record keeping and filing system methods, principles, and practices.
- Applicable federal, state, and local laws, codes, and ordinances and District policies and procedures relevant to area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise and perform professional and technical procurement, contract administration, and inventory management duties.
- Prepare clear and concise administrative reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Supervise the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, public administration, or a related field.

Experience:

- Six (6) years of increasingly responsible experience in purchasing, contract administration, and/or inventory management, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- When assigned to inventory control, ability to obtain, and maintain, a valid Forklift Operator certificate within one (1) month of assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Office and warehouse environment; some exposure to variable temperatures in the warehouse; frequent interaction with District staff and the general public.

PHYSICAL

- Level Two

Incumbents require sufficient mobility to work in an office and occasionally in a warehouse setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift and/or carry moderate amounts of weight; bend, stoop, kneel, and crawl; climb stairs and ladders occasionally; operate assigned vehicle and equipment; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.