

PURCHASING SUPERVISORDEFINITION

Under general supervision, supervises, plans, coordinates and administers the day-to-day operations of the City's Purchasing Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans, organizes, coordinates, and evaluates the activities of the Purchasing Division. Assigns, reviews, and supervises the work of professional buyers and purchasing staff. Supervises and evaluates the City's bidding and proposal processes including preparing and reviewing product specifications, establishing pricing guidelines, determining supply sources, and interviewing vendors. Evaluates vendor bids and selects vendors and contractors. Prepares and reviews Requests for Proposals, contracts, and Requests for Council Action. Analyzes vendor performance to verify that purchased items conform to contract specifications. Negotiates with vendors regarding price changes, trade discounts, and deliveries. Prepares financial analyses, such as lease versus purchase schedules or similar cost comparisons to determine the cost-effectiveness of acquiring equipment and services. Analyzes encumbrances to determine purchase order aging and accuracy of encumbrance balances; makes recommendations regarding adjustments and monitors balances carried over year-to-year. Coordinates purchasing services with other City departments and advises departments on purchasing specifications, procedures, and timelines. Manages the purchasing modules in the City's financial software system. Works with Accounting staff to improve processes and resolve issues. Oversees the City's resource recovery program through the sale of surplus equipment, scrap metal, supplies, and materials. Evaluates and recommends alternative products to comply with recycling programs mandated by the State. Interprets divisional policy, rules and regulations and consults with Administrative Services Manager on overall objectives and new procedures. Develops and maintains measures of employee workload and production; establishes performance standards. Trains and evaluates assigned staff. Participates in the development and administration of the division budget. Assumes administrative duties in the absence of the Administrative Services Manager. Performs other related functions as assigned.

DISTINGUISHING FEATUES OF THE CLASS

This single position classification participates in and supervises the operations of the Purchasing Division. It is distinguished from the Supervising Buyer by its increased responsibilities overseeing division activities, including purchasing, accounts payable, and central services functions. It reports to the Administrative Services Manager (MM), which manages all functions in the division including purchasing, accounts payable, and payroll.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of progressively responsible professional experience, preferably in local government, two of which must have been in a lead or supervisory capacity. Bachelors' degree in business or public administration, finance, accounting, or related field or a C.P.M. may be used in combination with experience to meet the necessary minimum qualifications, or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: municipal purchasing principles and practices; federal, state, and local laws and ordinances; tax obligations; Uniform Commercial Code; methods and practices used in competitive bidding; contract law and administration; types of supplies, materials, and equipment commonly used by municipalities; principles and practices of administration, supervision, and personnel management.

Knowledge of: governmental accounting, budgeting and auditing standards and practices related to procurement; pertinent computer systems and software applications; commodity markets, marketing practices and commodity pricing methods.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Excel, Access, and Outlook; mainframe financial system software; and the use of modern office equipment.

Ability to: effectively supervise purchasing functions; interpret, explain, and apply federal, state, and local laws and regulations; analyze data and make sound recommendations; negotiate effectively with vendors; investigate and resolve vendor payment problems and contract compliance issues; adhere to multiple deadlines and handle multiple projects; communicate effectively both orally and in writing; direct, train, and evaluate assigned staff; establish and maintain cooperative relationships with vendors, City staff, and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers demonstrate strong supervisory skills; they are self-motivated, innovative, creative problem-solvers who possess outstanding organizational and interpersonal skills. They use independent judgment and common sense, and are detail oriented, flexible, and willing to undertake new tasks.

Class title established per Council Resolution No. 2005-026,
effective 03-01-05

Class specification prepared and approved 05/05

ADA Approved: 05/05