

SUPERVISING BUYER

DEFINITION

Under general supervision, supervises, coordinates and participates in the day-to-day activities related to centralized purchasing in accordance with the City's Charter and Municipal Code.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops, coordinates and improves purchasing systems to maintain sound and efficient processes and practices. Receives and processes requisitions; locates sources of supply and places orders; compares costs and evaluates quality and suitability of materials. Develops and prepares specifications and material standards. Solicits formal bids and submits recommendations for purchases. Negotiates, writes, reviews and administers contracts for goods and services and assists departments in managing compliance for the extent of the contract. Prepares Requests for Council Action and other necessary documents. Interviews and corresponds with vendors and other representatives. Keeps informed of market conditions and trends. Gains knowledge of the operations of City departments and provides guidance and training to departmental personnel on purchasing processes and needs, when appropriate. Supervises, trains, evaluates and reviews the work of staff. Assumes administrative duties in the absence of Administrative Services Manager, and assists manager in budget preparation and the development and implementation of agency and division policies and procedures. Establish and maintain professional and public relations. Actively participates in Total Quality Service processes. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey level classification in the Buyer series. This class is distinguished from the next lower class of Buyer by the greater level of independent judgement and full supervisory responsibilities.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of professional purchasing experience, preferably with a unit of local government, including one year in a lead or supervisory capacity. Bachelor's degree in business administration, finance, accounting or related field or C.P.M. may be used in combination with experience to meet the necessary minimum qualifications, or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Effective supervisory and purchasing practices; supply sources; centralized and decentralized purchasing processes; quality control and value analysis techniques; vendor capacity, capability and performance; contract negotiation and coordination; Federal and State purchasing laws and procedures and methods and practices used in competitive bidding; contract law, contract administration, prerequisites of a valid contract, legal powers and capacity to negotiate contracts; tax obligations; Uniform Commercial Code; office policies and procedures; and accounting and budgetary controls.

Ability to: Plan, assign, supervise and review the work of assigned personnel; develop, implement, and maintain efficient systems; interpret, explain, and follow complex policies; communicate clearly and effectively verbally and in writing; establish cooperative relations with all staff levels and the public.

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

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. 2001-073,
effective 7-1-01

Class specification prepared and approved: 12/01

Reviewed: 10/05

ADA Approved: 10/05