

PURCHASING SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the City's procurement and bid process as it relates to the purchase of supplies, materials, equipment and professional services; to ensure procurement practices are in compliance with legal, professional, and City Charter requirements; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the procurement of supplies, materials, equipment and professional services.

Plan, prioritize, assign, supervise and review the work of staff involved in the procurement of supplies, materials, equipment and services.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, equipment, and supplies; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Recommend and oversee the development and implementation of citywide training as it relates to procurement activities.

Prepare complex analytical and technical reports related to procurement activities.

Troubleshoot, resolve and/or provide guidance for procurement related issues.

Stay abreast of new trends and innovations in the field of purchasing; promote and support the professional development of staff.

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Interpret, apply and effectively communicate procurement policies and procedures to staff and departments.

Monitor and evaluate the quality, responsiveness, efficiency, and effectiveness of the City's procurement program, delivery methods, and procedures; identify and implement areas of improvement.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public agency procurement.

Procedures for developing bid documents and awarding contracts in a public agency.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct procurement activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

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Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Four years of increasingly responsible experience in the procurement of supplies, materials, equipment and professional services, including one year of lead responsibility.

AND

#### Training:

A Bachelor's degree from an accredited college or university with major course work in materials management, business or public administration, economics, or a related field.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

10-07-23 Purchasing Supervisor