



## PURCHASING OFFICER SUPERVISOR

### DEFINITION

Occupants of this classification are in the classified service category. This management position is a management classification responsible for planning, organizing, and directing-coordinating the City-wide acquisition of supplies, materials, equipment, and services, and the operation of a central warehouse.

### SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Treasurer, Financial Systems & Purchasing Manager. Responsibilities include supervision of a Buyer, a Warehouse Supervisor, Warehouse Worker/Delivery Drivers, Central Stores Specialists and clerical personnel.

### ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or tasks or may perform similar related tasks not listed here.

1. Develops and recommends approval of Develops, recommends, and implements municipal purchasing policies and procedures relating to use of multiple resources for procurement, dollar limits on inventories and various types of goods and parts, total inventory limits and turnover requirements, local purchasing and reciprocity, and use of competitive bidding.
2. Monitors the annual budget request against goals established for the divisions and revenue projections. Recommends changes in division requests to supervisor.
3. Recommends short and long range program plans for the department to meet objectives established by the department head and the management team.
4. Develops and maintains cooperative working relationships between major vendors and staff of the Purchasing Division and City departments.
5. Seeks out, evaluates and develops recommends new and alternative sources of supply for all materials and parts utilized by the City.-utilized by the City.
6. Establishes requisition and procurement procedures so that materials will become available as needed in the required quantity and quality.
6. Maintains a perpetual inventory system. Records all receiving and issuing transactions. Maintains proper stock levels by determining order levels and initiating purchases.
5. Investigates and recommends new or substitute materials in the best interests of the City, from the standpoint of costs and reliability.
6. Directs Evaluates the purchase of all requisition materials, supplies, and equipment at the lowest price and in the most favorable terms consistent with the requirements of quality, quantity, delivery, vendor service, and City policy.
7. Authorizes and exercises control over the direct purchase of materials by operating departments where it is in the best interest of the City to do so.

8. Establishes inventory control procedures for supplies and equipment to assure that inventories are kept at the most economical levels.
- 9.8. ArrangesCoordinates for the disposal or sale of excess inventories of purchased materials and supplies.
10. Establishes procedures and controls to assure that all materials received are in accordance with specifications.
- 11.9. Keeps informed on developments in the field of purchasing to assure that the City utilizes industry best practices and profits-benefits from the most efficient techniques.
10. Establishes and maintains reasonable order quantities and order points within the central warehouse to meet the requirements of operating departments as well as assure reasonable turnover levels.
11. Develops specific, thorough, and accurate specifications setting out the essential characteristics of the materials or goods to be purchased.
12. Makes site visits to assess planned needs or resolve problems with installed products; attends demonstrations; conducts job walks, attends bid openings and meetings in and outside the City.
13. Recommends, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.
- 12.14. Stays current on essential knowledge and practices by obtaining necessary training, and subsequently transferring knowledge and providing training to assigned personnel.
13. Assures that materials and goods procured are of a quality suitable for their intended use, are able to perform as required, and are as durable as necessary.
14. Develops specific, thorough, and accurate specifications setting out the essential characteristics of the materials or goods to be purchased.
15. Maximizes utilization of cooperative purchasing to obtain lower prices through volume purchasing.
15. Makes site visits to assess planned needs or resolve problems with installed products; attends demonstrations; conducts job walks, attends bid openings and meetings in and outside the City. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITY

### Knowledge of:

- Modern Principles and practices of purchasing, administration, budget, and personnel management.
- Federal, state, and municipal purchasing laws and procedures.
- Types of supplies, materials, and equipment commonly used by municipal operations.
- Budget and cost accounting procedures and practices.
- Storekeeping and warehousing methods and practices including inventory control procedures.
- Applications and principals of data processing and financial management and procurement systems.
- Supervision, training and performance evaluation.
- Types of supplies, materials, and equipment commonly used by municipal operations.

### Skill and Ability to:

- Supervise, train and evaluate staff members.
- Communicate clearly and concisely in both verbal and written forms.
- Analyze, interpret, evaluate, recommend modifications and explain evaluate and modify purchasing methods and procedures.

- Interpret and explain City purchasing and central warehouse stores policies. Establish and maintain an effective working relationship with employees and the public.
- Analyze data and prepare clear, concise, complete and accurate schedules and reports.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Utilize various software programs to analyze and maintain large amounts of data and create complex reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner.
- Exercise independent judgment in administering ordinances, policies, and regulations.
- Participate as an active member of the financial “team”.
- Work effectively within strict deadlines.

## LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license is required if assigned to drive. A professional designation in Purchasing, and Materials ManagementGreen Purchasing, or Distribution and Warehouse Management is desirable.

## TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: a Bachelor's degree in business or public administration and four years of increasingly responsible experience as a buyer involving volume purchasing work, preparation of specifications, and operation of a central warehouse.

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Preform work which involves the frequent lifting and/or pushing of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- May require work in inclement weather without effective protection from sun, cold and rain,
- May be required to work Lower body mobility may not be required.
- Perform work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment within enclosed spaces or at heights above ground level.
- Is subject to office and outside environmental conditions.