



CITY OF CULVER CITY
invites applications for the position of:

PURCHASING SUPERVISOR OFFICER

An Equal Opportunity Employer

SALARY: \$ _____ Monthly

\$ _____ Annually

OPENING DATE: March~~January~~ ____, 2022

CLOSING DATE: March~~January~~ ____, 2022 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

This management position reports to the Financial Systems & Purchasing Manager~~Assistant to the Chief Administrative Officer/Budget & Finance~~ and supervises a Buyer, Central Stores Specialist~~Warehouse Supervisor, Warehouse Worker/Delivery Drivers~~, and clerical personnel, and is responsible for planning, organizing and coordinating~~directing~~ the City-wide acquisition of supplies, materials, equipment and services, and the operation of a central warehouse.

- Develops and~~recommends~~ approval of, and implements municipal purchasing policies and procedures relating to use of multiple resources for procurement, dollar limits on inventories of various types of goods and parts, total inventory limits and turnover requirements, and use of competitive bidding.
- Monitors the annual budget request against goals established for the divisions and revenue projection.~~Establishes requisition and procurement procedures.~~
- Seeks out, evaluates and recommends new and alternative sources of supply for all materials and parts utilized by the City.
- Maintains a perpetual inventory system.
- Evaluates~~Directs~~ the purchase of all requisition materials, supplies, and equipment at the lowest price and in the most favor-able terms consistent with the requirements of quality, quantity, delivery, vendor service, and City policy.
- ~~Investigates and recommends new or substitute materials, parts, or supplies based on cost and reliability.~~
- ~~Establishes controls to assure that all materials received are in accordance with specifications.~~
- Coordinates~~Arranges~~ for the disposal or sale of surplus materials and equipment.
- 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.
- Performs other related duties.

License and Certificate:

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

Training and Experience:

Knowledge of ~~the~~ modern principles of purchasing, administration, and personnel management; federal, state and municipal purchasing laws; ~~budget and cost accounting procedures~~; storekeeping and warehousing practices including inventory control procedures; applications and principles 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 in supervising, training, and evaluating staff members; communicating clearly and concisely in both verbal and written forms; ~~analyze, interpreting, evaluating, recommend modifications and explain and modifying~~ purchasing methods and procedures; interpreting and explaining City purchasing and central ~~stores/warehouse policies; and procedures establish and maintain an effective working relations 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.

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: 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.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list. **Please note:** There is a six month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

COMPONENTS

Supplemental Application, Total weight: _____ Qualifying: Applicants are required to submit with their employment application a response to a supplemental application covering ~~six~~ job-related areas. Responses may be screened by a panel who will evaluate each candidate's training and experience to determine qualifying and select those candidates for the Oral Interview or Assessment Center ~~whose backgrounds best meet the City's needs~~. Total weight: _____ Qualifying

The **ORAL INTERVIEW OR ASSESSMENT CENTER**, total weight of 100%:

Oral Interview or Assessment Center (Tentatively scheduled for _____).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

Proof of COVID-19 Vaccination (all positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
