



PERSONNEL COMMISSION

Class Code: 5131
Salary Range: 38 (S1)

PURCHASING SUPERVISOR

JOB SUMMARY

Under general direction, plan, organize, oversee and participate in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; oversee ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and participate in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; assure efficient, fiscally sound and timely purchases. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of professional and clerical staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Confer with requestors regarding specification requirements of products and services; write, modify and review complex specifications in accordance with factors including District standards, manufacturing and marketing data, prices, delivery and availability. **E**
- Communicate with freight service companies, contractors, District staff and requestors to exchange information, verify status of orders and resolve escalated issues; contact vendors to obtain information such as current pricing, delivery timelines and availability. **E**
- Research and evaluate sources of supply; interview vendors regarding new or improved products and practices; conduct vendor site visits and attend trade shows; obtain written or verbal quotations from vendors and negotiate terms and conditions; plan and coordinate the annual Product Expo. **E**
- Coordinate the researching and evaluation of vendor product samples; oversee or conduct tests and demonstrations of products to determine quality and compliance with specifications; confer with end users to review products and establish District standards; apprise vendors of product testing results. **E**

- Oversee and participate in the ordering of supplies, materials, food, equipment, services and related agreements in accordance with established policies and procedures; prepare and review purchase orders; assure compliance with specifications and formal or informal quotations. ***E***
- Review and recommend approval of buy-out requisitions and purchase orders in accordance with District standards and purchasing guidelines; assure accuracy and completeness of order information and provide signature; input purchase order data into computerized database. ***E***
- Oversee and review bid openings; prepare, review and evaluate quotations and formal bids; establish terms and conditions; assure compliance with applicable laws, codes, rules and regulations. ***E***
- Recommend bid awards; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, delivery options and vendor reliability. ***E***
- Oversee and participate in the maintenance of Purchasing manuals, vendor lists, catalogs, brochures and related source materials; coordinate the revision of the Purchasing Handbook. ***E***
- Receive and sign for materials, equipment, supplies and verified services; inspect materials and services received to determine if specifications have been met. ***E***
- Confer with vendors and requestors regarding delayed shipments and defective, damaged or unacceptable goods and services; arrange for return or other corrective action as appropriate; arrange for expedited deliveries as requested. ***E***
- Authorize invoices for payment in accordance with established guidelines; communicate with accounting personnel and vendors to resolve payment issues; make corrections as necessary. ***E***
- Oversee and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files related to assigned activities; compose correspondence and memoranda; prepare and complete a variety of purchasing forms. ***E***
- Develop and recommend procurement policies and procedures; advise department administrators of unusual trends or problems and recommend appropriate corrective action. ***E***
- Attend a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations; conduct a variety of in-service trainings regarding purchasing policies, procedures and software. ***E***
- Make presentations regarding District purchasing objectives, plans and achievements to groups and committees; drive a personal or District vehicle to conduct work and attend meetings. ***E***
- Operate a variety of office equipment including a copier, fax machine, calculator and a computer and assigned software. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Purchasing Supervisor performs the full scope of procurement functions and applies a thorough knowledge of purchasing commodities, suppliers and applicable laws, codes, rules and regulations. Incumbents directly supervise professional and clerical staff involved in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services. Incumbents have ongoing communications with a wide variety of internal and external contacts ranging from administrators to clerical support staff to solve purchasing issues and plan for future procurement requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Purchasing policies, practices and terminology.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Local vendors, commodity markets and sources of supply.
Technical aspects of researching, comparing and purchasing supplies, materials, food, equipment and services.
Methods of invoicing including taxes and discounts.
District organization, operations, policies and objectives.
Bid preparation procedures and specification requirements.
Research methods.
Inventory methods and practices.
Operation of a computer and assigned software.
Mathematical computations.
Weights and measures.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Writing skills to prepare clear and concise specifications and reports.
Oral and written communication skills.

Ability to:

Plan, organize, oversee and participate in the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Research and evaluate sources of supply.
Evaluate product capability and cost-effectiveness.
Prepare and review complex formal bid proposals and quotations.
Analyze bid proposals, requisitions, specifications and recommend award.

Write clear and concise specifications and reports delineating critical differences in requirements.

Expedite delivery of items and reconcile discrepancies in quality and quantity.

Maintain vendor lists, catalogs and brochures.

Maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations.

Oversee and participate in the maintenance of records and files.

Establish and maintain cooperative and effective working relationships with others.

Understand and resolve issues, complaints or problems.

Plan and organize work.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Work independently with little direction.

Understand and work within scope of authority.

Add, subtract, multiply and divide quickly and accurately.

Education and Training:

Bachelor's degree in public administration, business administration or a related field.

Experience:

Three years of procurement experience including writing specifications, preferably in a public agency. Experience in a lead or supervisory capacity is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office, warehouse and school site environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

3/6/2008

Revised: 4/15/2010