



Purchasing Supervisor

Purpose of the role:

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the centralized purchasing of materials, supplies, services and equipment; ensures that all purchases are conducted within the scope of federal, state, and local laws; provides technical support, information, and assistance to City departments in purchasing and development of standards and specifications for contracting activities; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility including performing purchasing activities that have a significant impact on costs and operations; oversees the in-house reprographics and mail services operations; and performs related duties as assigned.

Distinguishing Characteristics:

The Purchasing Supervisor assumes responsibility for supervising and overseeing all activities related to the centralized purchasing of materials, supplies, and equipment for the City and the storage and control of a small inventory of office supplies and forms. The Purchasing Supervisor is accountable for accomplishing all purchasing and reprographics goals and objectives, exercising independent judgment within general policy guidelines and procedures. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Purchasing Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.

- Participates in the selection of purchasing, print shop, and mail services staff; provides or coordinates staff training; works with employees to correct deficiencies; conducts staff meetings as necessary.
- Establishes schedules and methods for providing purchasing, print shop, and mail services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Plans, organizes and supervises the City's centralized purchasing operations; reviews, monitors, and approves City purchases; approves purchase requisitions, purchase orders and related documents for completeness, accuracy, and compliance with purchasing and budgetary policies and procedures; ensures effective inventory control and issuance of equipment and supplies.
- Trains other departmental staff on purchasing rules and regulations through Purchasing Committee, meeting with division managers, and one-on-one meetings; conducts procedural research when new issues arise and need to be researched, evaluated, and implemented.
- Administers formal and informal bidding and Request for Proposal (RFP) processes; prepares and reviews bid documents; assists department with preparation and review of RFP documents; ensures development of a competitive product specification; ensures all federal, state, and local laws have been met; evaluates bids against specifications and recommends or awards contracts or purchases in accordance with City code, laws, and established policy.
- Monitors and reviews multiyear contracts, termination dates, and extensions; advises departments if they need to go out for competitive process or obtain a new contract.
- Oversees and administers the City's Cal Card Program; opens and closes accounts; conducts training sessions for new cardholders; monitors payments of invoices and types of purchases; audits cardholder statements; reviews vendor activity reports on a quarterly basis to determine if better pricing could be obtained through competitive bidding; prepares reports for Finance Director regarding card use; prepares newsletters as new information becomes available about the program.
- Oversees, monitors, and utilizes the purchasing web site to solicit bids and review vendor activity; evaluates the vendor list to ensure integrity and accuracy of list; ensures all active vendors are registered; maintains solicitation to keep all data current; meets with other County of Ventura agency's purchasing departments concerning vendor issues.

- Maintains contact with existing vendors to maintain positive vendor relationships and meets with new vendors who want to introduce their product to the City; interviews vendor representatives to evaluate products and services and to obtain comparative information for use in developing bid proposals; prepares bid proposals and secures, checks and analyzes quotations; provides liaison between vendors and City departments to gather data, develop specifications, resolve complaints, and secure adjustments; maintains current files on trade names, sources, of supplies, catalogs, price schedules, and service agreements.
- Performs the more technical and complex tasks of the work unit including performing purchasing activities that have a significant impact on costs and operations.
- Advises and assists other City staff regarding purchasing activity; prepares and presents reports evaluating requirements for goods and services in relation to bid specifications; ensures quality of materials and supplies meet City specifications.
- Ensures effective control of City fixed asset inventory; directs the transfer of City equipment and disposition of surplus property.
- Oversees and participates in training City staff regarding HTE purchasing program and electronic purchase order requests.
- Oversees the reprographics and shipping and receiving sections; markets in-house services to other departments; evaluates and upgrades equipment to meet the City's needs; ensures appropriate training on equipment; evaluates print shop fees to provide competitive pricing; monitors reprographic chargebacks.
- Maintains and updates a variety of manuals including purchasing manual, mail services manual, and Cal Card administrative manual; maintains and updates authorized signatures for financial transactions.
- Maintains current knowledge of new trends and innovations in the fields of purchasing and printing; attends and participates in professional group meetings; participates in professional development activities.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a purchasing and print shop program.
- Principles and practices of public agency purchasing, including competitive bidding procedures.
- Principles, practices and techniques of inventory control.
- Principles of supervision, training, and performance evaluation.
- Applicable laws and regulations regarding governmental purchasing activities.
- Record keeping practices and procedures related to the purchasing function.

- Sources and types of equipment and supplies used by a municipality.
- Internal support service requirements and issues.
- Standard project management methods and techniques.
- Cost estimating techniques.
- Methods and techniques of contract development, negotiation, and administration.
- Methods and techniques of customer service.
- Principles and procedures of record keeping.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Supervise, coordinate, and direct purchasing and print shop programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in purchasing and print shop functions.
- Recommend and implement goals, objectives, policies, and procedures for providing purchasing and print shop programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Supervise, integrate and review purchasing and inventory control functions.
- Principles and practices of a formal and informal bidding process.
- Print shop functions, capabilities, equipment and processes.
- Analyze complex information and problems, evaluate alternatives and make sound recommendations.
- Exercise sound independent judgment within general policy guidelines.
- Negotiate effective purchasing contracts based on quality, quantity and price.
- Design and maintain record keeping systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.



Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education:

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

Experience:

Six years of responsible purchasing experience including one year of lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; perform duties requiring grasping, repetitive hand movement, and fine coordination. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; interact with City staff, vendors and suppliers, and employees.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: