



Senior Purchasing Specialist

Purpose of the role:

Under direction, leads, oversees, and participates in the more complex and difficult work in the purchasing, receipt, and issuance of materials, supplies, and equipment for use by various City departments in accordance with City purchasing procedures; provides bid specifications; negotiates bids and contracts; maintains an adequate inventory level; plans and reviews the activities for warehouse and other staff; and, performs related duties.

Distinguishing Characteristics:

This is the advanced journey level class within the Purchasing Specialist series responsible for the administration of the purchasing, ordering, and if assigned, warehouse functions. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including lead functions over lower level staff, and/or training other departmental staff on purchasing practices including other Senior Purchasing Specialists. Employees perform the most difficult and responsible types of duties including responsibility for making and approving higher dollar value purchases. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

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:

- Leads, plans, trains, organizes, schedules, reviews, and participates in the work of staff responsible for researching, evaluating, negotiating, and contracting for equipment, supplies, materials, parts, general services, and special equipment through the informal or formal bid processes, Request for Proposal (RFP), use of cooperative purchases, or tagging onto other agency's bids in order to obtain the best possible products and services at the best prices.
- Trains assigned staff in their areas of work.
- Verifies the work of assigned employees for accuracy, proper work methods, procedures, and techniques.
- Plans and reviews the work and activities of assigned staff; participates in the hiring and performance evaluation processes of staff.
- Receives, examines, analyzes, and processes purchase requisitions and purchase orders according to City and department policies and procedures; ensures that information is correct and complete and order parameters are clear and understood; corrects errors as necessary.

- Prepares bid specifications for formal and informal bids for equipment, annual contracts, materials, supplies and services; obtains bid quotations; compares costs and evaluates the quality and suitability of supplies, materials, and equipment; evaluates and summarizes bids; prepares recommendations for bid awards; prepares bid process documentation; selects appropriate vendors and purchases approved supplies, equipment and services used in City departments; maintains bid files, product files and appropriate records; and, generates reports as necessary.
- Confers with departmental representatives to determine purchasing needs, and resolves problems; resolves problems relating to substitutions, equivalents, delivery schedules, and vendor problems; follows up on purchase orders to ensure products are received in a correct and timely manner.
- Oversees the receipt of incoming orders which includes the verification of accuracy, quantities, and distribution; coordinates shipping of parts, incorrect orders, and exchanges.
- Oversees a stores inventory; disbursement of goods, and the maintenance of related inventory records, bid files, and product files.
- Oversees the maintenance of vendor/bid files, commodity/sub-commodity lists, and other purchasing and inventory files.
- Negotiates, manages, and monitors contracts.
- May oversee the transfer or disposal of surplus property.
- Uses and trains staff in the use of applicable purchasing and/or inventory software as necessary; instructs and informs other staff in purchasing procedures and policies as necessary.
- As assigned, oversees preventative maintenance programs; performs preventative maintenance on equipment and parts; creates work orders and tracks equipment, parts, and contractor services used; generates purchase orders for approval.
- Answers inquiries and complaints by employees, vendors, and the public over the phone and in person; provides information within scope of knowledge and authority, or refers to supervisor.
- Participates in purchasing meetings and discussions; maintains awareness of new developments in the field of purchasing.
- If assigned to a warehouse, operates forklifts, trucks, and other light equipment in the storage of material, supplies, equipment, and parts.
- May act in the absence of the Purchasing Supervisor.
- 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.

Knowledge of:

- Operations, services, and activities of a purchasing program.
- Principles of lead supervision, training, and evaluation
- Materials, supplies, equipment, tools, used in the construction and repair of vehicles and motorized equipment, streets, sewers, and water utility systems and facilities.
- Inventory and stock control systems and methods.
- Practices and methods of public agency purchasing, including competitive bidding procedures.
- Applicable laws and regulations regarding governmental purchasing activities.
- Sources and types of equipment and supplies used by a municipality.
- Methods and techniques of specification writing.
- Marketing practices and commodity pricing methods and differentials.
- Surplus disposal methods and practices.
- Methods and techniques of customer service.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- English usage, spelling, grammar, and punctuation.
- Occupational hazards and standard safety practices.

***Desired
Minimum
Qualifications:***

Ability to:

- Plan, organize, lead, assign, and evaluate the work of others.
- Motivate and evaluate staff and provide for their training and development.
- Interpret, explain, and enforce departmental policies and procedures.
- Develop and implement inventory control programs and procedures.
- Exercise independent judgment and initiative without close supervision.
- Read and interpret purchase requisitions, plans, drawings, and specifications.
- Translate user requirements into appropriate specifications.
- Analyze bids for their consistency with specification requirements.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Maintain, analyze, evaluate, and account for an inventory.
- Exercise sound independent judgment within general policy guidelines.
- Draft clear, accurate, and concise specifications and other written materials.
- Understand, interpret, explain, and apply City purchasing policies and procedures.
- Prepare and maintain records and files.
- Operate office equipment including computers and supporting software applications.
- Work under steady pressure with frequent interruptions.

- Learn and apply new information or new skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Competencies:

- Team Builder
- Results Oriented
- Customer-Focused
- Accountable
- 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:

**EITHER-
Experience:**

Two years of experience as a Purchasing Specialist II with the City of Thousand Oaks;

OR -

**Education and
Experience
Guidelines:**

Education:

College level coursework (at least 15 semester units) in business administration, public administration, accounting, or a related field; and,

Experience:

Three years of progressively responsible experience in purchasing a variety of supplies, materials, parts, services and equipment. Lead or supervisory experience and Certified Purchasing Management or Certified Production and Inventory Management is preferred.

Licenses; Certificates; Special Requirements:

A valid Class C California Driver's License is required.

A valid forklift license is preferred.

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: Primary functions require sufficient physical ability to work in an office or warehouse setting and operate office equipment; perform duties requiring grasping, repetitive hand movement, and fine coordination. When assigned to a warehouse, primary functions require sufficient physical ability to work indoors and outdoors; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; lift, carry and push tools, equipment and supplies weighing 50 pounds or more; drive motorized vehicles.

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: Depending upon assignment, work is either in standard office setting or in a warehouse. If assigned to a warehouse, work is in an indoor and outdoor environment working near moving mechanical parts; exposure to noise, dust, fumes, and inclement weather conditions including wet and/or humid conditions; interaction 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: 7/1/07

7/1/2007:

- Distinguishing characteristic changes from lead-level to advanced-journey level duties.