

CLASS SPECIFICATION
Purchasing Supervisor
Code Number: _____

GENERAL PURPOSE

Under general direction, plans, coordinates, reviews, supervises and participates in the activities and programs of the purchasing section, including the centralized procurement, inventory control, and warehousing functions; coordinates and oversees the work of contractors engaged in delivery of mail and other messenger/delivery services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is accountable for planning, laying out, supervising, reviewing and participating in the work and operations of the Commission's purchasing section, including the procurement, inventory control, and warehousing functions. The duties and responsibilities are complex and carried out with considerable independence within a framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, controls, integrates and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve section or unit goals and objectives; contributes to the development of the annual section budget(s); supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Plans 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; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the section's and the Commission's mission, objectives and Core Values.

Supervises, participates in and reviews the work of employees engaged in procurement, inventory control, warehousing, distribution and delivery of supplies and material, including tools, parts and material used in the maintenance and repair of Commission housing units; supplies and material to the Commission's various locations and facilities; oversees, coordinates and participates in the requisition and purchase order processing for supplies, material, equipment, furniture and services; prepares and/or approves purchase orders and requisitions for section expenditures.

Plans, coordinates and supervises contractors responsible for delivery of mail, messenger and other delivery services.

Maintains and ensures adherence to the Commission's procurement and inventory control procedures and standards.

OTHER DUTIES

Drafts purchasing and facilities policies and procedures for approval; analyzes, recommends and implements new and revised work processes and procedures to improve the efficiency and effectiveness of section operations and service to its internal customers.

Provides information and assistance to other sections on purchasing and procurement issues.

Maintains contract information and manages vendor relations.

Performs special studies, analyses and projects as assigned.

Assists the Department Director in managing and administering section activities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of governmental procurement, purchasing, warehousing and inventory control; laws and regulations relating to procurement and purchasing in public agencies; principles and practices of business data processing particularly related to the procurement and inventory control functions; uses and operations of spreadsheet and other standard business software; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective supervision.

Ability to:

Operate a computer and standard business software, including general ledger and inventory control software; analyze and make sound recommendations on complex data and operations; understand, interpret, explain and apply Commission, state, and federal laws and regulations governing Commission purchasing and related activities; develop and implement procurement and inventory control policies and procedures; perform mathematical calculations and analyses; prepare clear, concise and comprehensive reports and written materials; exercise sound independent judgment within general policy guidelines; establish and maintaining effective working relationships with all levels of Commission management, employees, vendors, and contractors.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in business administration or a closely related field; and at least two years of progressively responsible professional procurement, purchasing and inventory control experience; or an equivalent combination of training and experience. Experience in a governmental purchasing operation is preferable.

Licenses; Certificates; Special Requirements:

A valid California driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and regularly lift up to 10 pounds, and occasional up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple tasks with frequent interruptions; and interact with Commission directors, employees, vendors and contractors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions.