

## JOB DESCRIPTION



## PURCHASING SUPERVISOR (Exempt/Management Position)

### DEFINITION

Under general supervision of the Finance Director, manage and coordinate the City's centralized purchasing department. Participate in the development, implementation and monitoring of procurement policies, regulations, laws, and contractual compliance. To provide highly responsible and technical staff assistance in developing specifications for goods and services including requests for bids and proposals; perform related duties as assigned.

**EXAMPLE OF DUTIES:** These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E=Essential Duty)**

- Manage and coordinate the procurement of City materials, supplies, equipment, and services. (E)
- Supervise Purchasing Technician and Purchasing Assistant, including training in related job responsibilities; assigning and directing work, providing performance appraisals and handling operational within the department.
- Coordinate the work activities of the department, schedule vacations and work hours and process payroll timesheets by tracking and/or verifying hours worked
- Direct the coordination of City Departments on all contracts and RFP's to monitor for appropriate contract language and compliance with State regulations and City policies and procedures.
- Review and approve purchase orders and requisitions for accuracy and compliance with the Municipal Code's purchasing requirements. (E)
- Confer with multiple vendors as to availability of goods, prices, deliveries, discounts, and changes in supplies, materials, and equipment offered for sale.
- Assist City Departments in resolving complaints and problems with vendors (Purchase Orders).
- Train and advise all departments regarding City purchasing and contract compliance procedures.
- Develop, coordinate, and implement improved systems and procedures to ensure centralized purchasing.
- Confer with and assist City staff in developing specifications and selecting appropriate materials and equipment. (E)
- Receive and distribute procured items.
- Prepare annual departmental budget for Director of Finance review.
- Coordinate purchasing-related activities with other City departments and divisions and with outside agencies.
- Organize and maintain the computerized Purchase Order system.
- Enter product information to create Purchase Orders. (E)
- Supervise necessary demonstrations and tests of supplies and equipment.
- Prepare a variety of periodic activity reports.
- Administer and coordinate with the City Clerk the formal bid process for purchase of equipment, supplies, and services for the City as required.
- Prepare requisitions for restocking and replacement of warehouse items.
- Take lead role in coordination with City departments for the sale of surplus equipment and file reports of disposition.
- Coordinate on-going documentation and identification of Fixed Assets purchases/disposals in database in order to provide to Accounting as requested.
- Prepare and present reports to the City Council, as needed.
- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, and procedures of purchasing and inventory control.
- Variety of supplies, materials, and equipment used by a municipality.
- Warehousing operations, methods, and techniques.
- Principles of accounting, administration, budget, and personnel management.
- Computerized inventory systems, word processing and spreadsheet creation.
- Internet and e-mail.
- Purchasing section of the City of Ukiah Municipal Code.
- State of California procurement laws related to public contracts.

### **Ability to:**

- Analyze commodity requirements, interpret market prices and trends, and to solve procurement problems.
- Effectively motivate and lead department in municipal setting.
- Train and evaluate assigned staff
- Develop and maintain purchasing records, purchasing systems, and procedures.
- Develop and present proposals for changing purchasing policies and procedures.
- Be firm in gaining compliance of all employees with the purchasing rules while maintaining harmonious working relationships with all departments
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with City staff, vendors, and the general public.
- Perform physical labor required in the receipt and issuance of supplies.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Train City employees in proper purchasing procedures.
- Analyze requisitions and review specifications for clarity and appropriateness.
- Attend City Council meetings during evening hours on an as-needed basis.
- Operate a forklift.
- Lift approximately 55 lbs.

### **Experience and Education**

Any combination equivalent to:

- Five years of responsible purchasing experience, including familiarity with inventory control and accounting procedures, with two years' supervisory experience. Governmental experience preferred.
- Or,
- A Bachelor's Degree from an accredited college or university with major study in purchasing, business administration, public administration, marketing, or related field, and three years of experience.

### **Necessary Special Requirements**

- Possession of a valid Class C California Driver's License.
- Ability to obtain forklift certification within 3 months from date of appointment.