



CLASSIFICATION SPECIFICATION

PURCHASING SUPERVISOR

Department: Purchasing
Range: 50

FLSA Status: Non-Exempt
Effective Date: July 27, 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Duties Summary

Under general direction, to plan, schedule, monitor and supervise the work of the Purchasing Department, including purchasing, inventory control, storekeeping, and varied administrative reporting; to perform highly responsible professional purchasing work; and to perform related work as required.

Distinguishing Characteristics

This is a single position class responsible for managing and integrating a variety of functions, programs, and staff engaged in the acquisition and warehousing of materials, supplies, and equipment, ensuring safe operations and compliance with regulations relating to the storage and disposal of hazardous substances; the development and administration of bid proposals, contracts, and agreements; and researching and preparing a variety of studies and reports related to current and long-range District goals and developing recommendations/proposals to meet them. Supervision is received from the Finance Manager or Chief Financial Officer; supervision is exercised over professional, para-professional, technical, and administrative support staff as assigned. The work of this class is complex and involves significant accountability and decision-making responsibility. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with management.

Examples of Duties

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and District staff;

- Routinely adhere to and maintain a positive attitude toward District goals;
- Plan, schedule, monitor and supervise the work of staff assigned to the Purchasing Department;
- Implement procurement strategy and policies; forecast procurement needs;
- Ensure workplace health and safety requirements are met;
- Set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Coordinate and work with computer representatives in the installation and modification of software applications;
- Analyzes purchasing and warehouse procedures and modify, as necessary, to meet data processing, reporting, governmental and professionally accepted purchasing standards;
- Development of annual budget for purchasing and warehouse; review budget requirements for all divisions for capital equipment purchases and job supplies;
- Prepare time reports for Purchasing Department;
- Establish procedures and schedules of records retention;
- Supervise and participate in development of bid specifications; receive, open and read formal bids at bid openings; analyze and evaluate bids and prepare award recommendations;
- Issue and approve purchase orders; assign account numbers; supervise the preparation of purchase orders and processing of invoices for payment;
- Interview vendors; obtain written price quotations;
- Develop and maintain effective working relationships with suppliers;
- Maintain adequate inventory of central stores items; locate sources of supply;
- Inspect/maintain mechanical equipment;
- Monitor developments related to equipment acquisition and maintenance, evaluate impact, and implement policy and procedure improvements;
- Perform/review cost of service and load research data acquisition and compilation;

- Reconcile inventory control records with physical inventory;
- Review purchase orders, correspondence, payables, and inventory records for accuracy;
- Participate in the development, review, and modification of existing automated systems for tracking purchases, orders, and inventory.
- Keep abreast of new products, technological changes, and supply fluctuations; review new products/services and supply sources;
- Monitor developments in areas of responsibility; analyze proposed state and federal law, regulations, and court decisions for their impact on District practices and operations; recommend and implement policy and procedure changes consistent with requirements; direct or conduct research and analysis of the Department's needs and requirements in assigned area of responsibility; recommend appropriate actions and implement programs;
- Serve as a liaison for the Purchasing Department with other Departments, vendors, and outside agencies; negotiate and resolve sensitive and controversial issues;
- Coordinate the District's space planning, relocation, and design activities; meets with departments to determine space requirements, determine system furniture and communications needs; develop space or relocation plans; prepare cost estimates and budgets, coordinate the work of external contracted services in the relocation of system, furniture, and supporting telecommunication devices;
- Coordinate and prepare or direct the preparation of real property leases for or by the District; coordinate, arrange, and negotiate the disposition of excess property in accordance with applicable legal requirements;
- Ensure activities of assigned areas are in compliance with ASHA, AQMD, Air Resources Board, Fire Department regulations, County regulations, and other applicable regulations;
- Administer petty cash;
- Administer the District's radios and cellular phones;
- Operate District's vehicles; and
- Perform related work as required.

Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Advanced principles of purchasing and basic purchasing sources;
- Marketing practices, pricing, methods and differentials;
- GSA or other governmental purchasing or inventory management methods and procedures;
- Proper English usage, spelling, grammar and punctuation;
- Business math;
- Advanced record keeping methods;
- General principles of supervision and training;
- Overall understanding of water and wastewater operations/construction;
- Maintenance and replacement of assets;
- Audit requirements associated with the oversight of purchasing, contracting, and warehousing;
- Understanding of all AQMD and other “green” related State mandates;
- Optiview, HTE, GPS, and other software systems;
- Intermediate proficiency with Word, Excel, and PowerPoint;
- Basic construction and building maintenance;
- Water operations and equipment, wells, piping, and meters.

Ability to:

- Negotiate prices, specifications and conditions of delivery;
- Develop and explain effective purchasing procedures to District staff;

- Supervise the maintenance of accurate records of materials, supplies, equipment and parts received, stored and issued;
- Delegate and oversee multiple job functions; assign priorities to various/conflicting utility activities;
- Make decisions and complete assignments;
- Think logically and analytically;
- Accurately estimate quantity requirements;
- Plan arrangement of store to physically handle a variety of materials, supplies, equipment and parts;
- Operate a computer and other office equipment;
- Prepare clear, concise and accurate reports;
- Read, understand, and apply complex materials;
- Plan and schedule work assignments, set priorities for, train, evaluate, select and recommend advancement and discipline of subordinates;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Communicate clearly, orally and in writing;
- Work independently;
- Establish and maintain effective relationships with those contacted in the course of work;
- Respond to emergency situations;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the District and its insurance carrier.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in mathematics, computer science, business administration, procurement, or public administration;

An additional three (3) years of the experience described below may substitute for the required education on the basis of one (1) year of experience being equivalent to 30 semester units.

And

Experience:

Two (2) years of administrative level experience in the operation of government purchasing programs in a water environment. An additional three (3) years of the above experience may substitute for the required education on the basis of one (1) year of experience being equivalent to 30 semester units.

Necessary Special Requirements

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Physical Tasks and Environmental Conditions

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration

fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.