JOB DESCRIPTION

TITLE: Purchasing Supervisor

SECTION: Materials Management

DEPARTMENT: Finance

SRN: 42

REPORTING RELATIONSHIP:

Reports to: Director of Finance

Supervises the following positions: Purchasing Technicians, Office Assistant

DEFINITION:
Under general direction, plans, organizes, directs and supervises the work and activities of personnel engaged in the centralized purchasing and ordering of a wide range of materials, supplies, parts and equipment in the district’s purchasing section; and to perform related duties as required; provides technical support, information and assistance to departments on purchasing issues, policies and procedures, and assists in development of applicable standards and specifications. The work of this class is complex and involves significant accountability and decision making responsibilities.

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

1. Plans, schedules, assigns, supervises and regularly evaluates the work of technical purchasing personnel assigned to the centralized purchasing section.

2. Participates in the selection of section personnel.

3. Plans, organizes, manages, directs and participates in the District’s centralized purchasing operations; develops or directs the development of formal and informal bids, RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the District’s interests; works with departments to ensure purchasing requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints; directs and participates in the solicitation evaluation and award of bids; conducts pre-bid briefings; performs or assists other in performing price/cost analyses; negotiates contract provisions.

4. Participates in the determination and makes recommendation of appropriate contractual instruments for various types of procurement; reviews purchase orders and related documents for completeness, accuracy and compliance with District and division procedures and requirements; reviews and approves vendor and freight invoices for payment; resolves disputed invoices with departments and vendors.

5. Makes or directs studies to determine the best sources of supply for standard and specialized purchases; interviews vendors to evaluate products and services and to obtain comparative information for use in developing bid proposals; makes determination on the renewal of expiring purchase orders, blanket purchase agreements and open purchase orders.

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6. Analyzes, develops and monitors division and supplier performance quality measures; evaluates and proposes new procurement programs and processes that will improve cost, quality, and customer responsiveness; establishes and enforced internal controls and procedures to ensure purchasing activities are conducted in compliance with all District and legal requirements.

7. Works with Information Systems and other staff to implement, evaluate, develop and maintain detailed purchasing and accounts payable elements of the District’s financial system; manages division implementation of system changes.

8. Develops and recommends purchasing procedures for use in the event of a major disaster; participates and assists in ensuring that all necessary contingency agreements are in place for items and services likely to be required during major emergency.

9. Provides day to day supervision and leadership of division’s personnel, and coordinates work with Warehouse Supervisor to ensure that work of both divisions is integrated, consistent, and cooperative, in support of the District’s materials and supply requirements.


11. Reviews work in progress to insure satisfactory completion of assignments.

12. Ensures compliance of unit’s work to pertinent codes, regulations and guidelines including District safety programs and procedures.

13. Insures coordination of materials and supplies for all district departments and works in cooperation with Warehouse Supervisor to ensure that appropriate levels of inventory items and required materials are available when needed. Coordinates purchasing needs of all departments.

14. Ensures proper documentation of purchase orders, contracts, and other procurement documents, and cooperates with Warehouse Supervisor and Accounts Payable department to provide for timely payment to vendors, supported by properly documented purchase records.

15. Participates on bid committee.

MINIMUM QUALIFICATIONS:

License or Certificates: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record will influence employment or classification.

Must be available for flexible schedules and shifts.

Knowledge of:
-Principles and techniques of effective personnel supervision.
-Recommended professional purchasing procedures.
-Principles, methods, procedures and ethics of purchasing materials for a public utility.

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- Principles, methods, procedures of purchasing materials with emphasis on attaining high quality procurement for beneficial prices, received on time and in appropriate manner.
- Laws and regulations and recordkeeping applicable to purchasing
- Math and mathematic reasoning.
- Safe working practices and procedures.
- Procedures for inventory and stock control.
- Equipment and supplies used in water district operations.
- Procedures for ordering, receiving, and distributing supplies and equipment used in all areas of district operations and work.
- Methods, procedures and policies of computer operation as it relates to Procurement and Accounts Payable activities, including Word, Excel, and purchasing/inventory software tools.
- Principles of training and coordinating the activities of personnel.
- Public agency contract terms, pricing arrangements, requirements, and restrictions.

Ability to: - Effectively plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas
- Effectively manages and directs Purchasing activities to support multiple facilities and a wide variety of operations.
- Exercise sound independent judgement and initiative, evaluate, and recommend alternatives for effective courses of action.
- Maintain work group morale and productivity.
- Effectively operates a computer related software tools.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with district employees, vendors, suppliers and other encountered in the course of the work.
- Maintain accurate and legible entries documenting procurement activities through clear and concise reports, records, correspondence and other written materials.
- Work in cooperation with warehouse supervisor to ensure professional, efficient, cost effective and proficient ability to support District’s operating needs through Procurement.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain this knowledge and ability would be to have graduated from a four year college with a major in business administration or a closely related field; and four years of increasing responsible experience in purchasing and inventory management including supervision of personnel; or an equivalent combination of training, education, experience and certification programs.
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PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain. Uses two-way radio to communicate. Driving: Light.

2. Works in weather conditions including heat or rain.

3. Sits for prolonged periods of time.

See Human Resources for physical assessment form.