

PURCHASING SUPERVISOR

JOB SUMMARY

Under general direction, plans, organizes, and supervises the district's purchasing activities; performs the more responsible and complex duties related to the purchase of material, equipment, supplies, and services; and performs related work as required.

ESSENTIAL DUTIES

- Plans, organizes, prioritizes, supervises, and participates in the daily operation of the purchasing section.
- Prepares or directs the preparation of specifications, bids, and quotations for a variety of purchases, using available cost saving techniques, such as California Multiple Awards Schedule (CMAS) and cooperative bids in conjunction with other public agencies.
- Conducts preliminary and final walk-throughs for bidders.
- Serves as the district's representative on purchasing issues at countywide Bi-Tech meetings; makes recommendations; reports and helps train district staff to implement purchasing changes relative to the district's computerized program.
- Analyzes bids or quotations received and monitors bid limits.
- Writes contracts for services or supplies.
- Supervises the renewal of leases and contracts.
- Receives and reviews requisitions.
- Handles complaints or problems such as shortages, damaged goods or duplicate orders.
- Discusses products and their availability with vendors.
- Supervises the development and maintenance of catalogs and buying calendars.
- Supervises the maintenance of the district furniture and equipment inventory.
- Confers with district personnel and vendors to resolve questions or problems.
- Prepares various oral and written reports and correspondence.
- Supervises subordinate personnel.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent, with an associate of arts degree in business administration or a related field, or equivalent. Minimum of four years of recent increasingly responsible experience in the area of purchasing and material procurement, including at least two years in a supervisory capacity.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of purchasing.
- Inventory and property control methods.
- Quantitative analysis methods used in evaluation of bids and quotes.
- Basic negotiation techniques for purchasing.
- Business math.
- General principles of supervision and training.
- Legal requirements governing public sector purchasing.

Ability to:

- Plan, organize, and administer a large, varied purchasing program.
- Analyze problems and arrive at sound solutions.
- Effectively supervise, train, and evaluate personnel.
- Apply new developments and techniques in purchasing to meet district objectives.
- Prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence.
- Make effective written and/or oral report presentations.
- Read and understand reports and directives.
- Effectively gather, analyze, and evaluate data.
- Formulate and administer budget for department.
- Carry out oral and written instructions.
- Maintain harmonious working relations with school officials, other employees, vendors, and the public.
- Develop a working knowledge of the district's rules and regulations.
- Implement principles and practices of effective employee supervision.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

WORKING CONDITIONS: Primarily works in an office environment, sitting for extended periods with occasional driving to other district and county locations.