

JOB DESCRIPTION

Job Title	Purchasing Supervisor	Supervisor	Finance Manager
Department	Finance & Administration	Class Group	SPC Unit
Division	Finance	Salary Grade	M59
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Finance Manager, a Purchasing Supervisor supervises and participates in centralized purchasing of materials, supplies, services and equipment; provides analytical support, information and assistance to departments in purchasing and development of standards and specifications for contracting activities. Procures specialized commodities of a complex nature requiring substantial experience in purchasing, contracting and purchasing policy and procedure. Performs administrative activities in support of the purchasing function; and completes related work as assigned and required. Plans, organizes and supervises the daily operations of the purchasing section, and assists with the development of procurement policy and procedures.

ESSENTIAL DUTIES

Duty 1

Provides day to day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department’s and District's mission, objectives and values.

Duty 2

Selects, trains, evaluates and supervises staff; plans and evaluates the performance of assigned staff in purchasing.

Duty 3

Plans, organizes, directs and supervises centralized purchasing operations; relating directly to the purchase of equipment, supplies and services.

Duty 4

Reviews requisitions and purchase orders and related documents for completeness, accuracy and compliance with purchasing and budgetary policies and procedures.

Duty 5

Administers formal and informal bidding practices; evaluates bids against specifications, terms & conditions and issues purchase orders in accordance with Administrative code, law and established policy.

Duty 6

Prepares bid proposals and secures checks and analyzes quotations.

Duty 7

Investigates and develops new sources of supply; interviews vendors to evaluate products and services to obtain comparative information for use in developing bid proposals.

Duty 8

Provides analytical support, policy implementation and management, conducts training for purchasing staff.

Duty 9

Assists in the production and implementation of training materials and presentations and office staff development.

Duty 10

Performs clerical, accounting and other administrative tasks as required.

Duty 11

Performs other duties as assigned.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles, practices, techniques related to sourcing, pricing, purchasing and evaluating items related to the operation of a water District; contract administration;
- ◀ Accounting and record keeping procedures;
- ◀ Checks and balances;
- ◀ Computers and software applications including word and spreadsheet software;
- ◀ Theory and practices of public purchasing, including ethics and standards;
- ◀ Principles and practices of public agency purchasing, including competitive bidding procedures, preparation and evaluation;
- ◀ Data collection techniques for establishing sources of supply, product and vendor information used by a municipality;
- ◀ Applicable Local, State and Federal laws and regulations regarding governmental purchasing functions;
- ◀ Record keeping practices and procedures related to the public purchasing function;
- ◀ Budgeting practices and procedures, internal support service requirements and issues;
- ◀ Project management methods and techniques; cost estimating techniques;
- ◀ Principles and practices of effective supervision;
- ◀ Office procedures; use of office automation to assist in the purchasing function, general computer applications used in business, such as spreadsheet, data base, word processing software.

ABILITY TO:

- ◀ Supervise, integrate and review public purchasing functions;
- ◀ Provide effective customer service in dealing effectively with the public;
- ◀ Analyze complex information and problems;
- ◀ Prepare and present written and/or oral reports;
- ◀ Evaluate alternatives and make sound recommendations;
- ◀ Exercise independent judgment within policy guidelines;
- ◀ Prepare clear, accurate and concise reports, correspondence and other written material;
- ◀ Understand, interpret, explain and apply related codes, laws and policies;
- ◀ Recognize responsibility and limits of assigned authority;
- ◀ Design and maintain record keeping systems;
- ◀ Establish and maintain effective working relationships with management personnel, Officials, co-workers, employees, vendors and others encountered in the course of work;

Las Virgenes Municipal Water District

- ◀ Work collaboratively with staff, public agencies and general public to achieve purchasing goals.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Reach, lift and move reports, materials and objects weighing approximately twenty-five (25) pounds; reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Graduation from an accredited college or university with a degree equivalent to a Bachelor's with major course work in Business Administration, Public Administration or related course work.

EXPERIENCE: Four (4) years of technical public purchasing experience or progressively responsible experience as a buyer including two (2) years of supervisory experience required. Municipal experience is desirable. Completion of a certificated purchasing program with CPM designation is desirable.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license.