
Position:	Purchasing Supervisor	FLSA:	Exempt
Department/Site:	Purchasing	Salary Grade:	31
Reports to/Evaluated by:	Director of Purchasing	Salary Schedule:	Classified Management

SUMMARY

Under general direction, plans, organizes and supervises the operational and technical duties of the Purchasing Department. Serves in a lead capacity to provide assistance, support and resolution to routine matters concerning Warehouse and Graphic Arts departments. Supports the educational process through collaboration and communication with management, district departments, school sites, outside agencies, vendors and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District and department goals. Responsible for applying seasoned knowledge to purchasing principles and practices for effective program management.

DISTINGUISHING CAREER FEATURES

The Purchasing Supervisor is regarded as a senior-level Buyer with additional breadth coordinating, leading and supervising purchasing functions. To advance to this position, an individual must demonstrate in depth and expert knowledge of public procurement principles and practices, including public works and federal procurement regulations. Prospective incumbents must have prior supervisory experience or considerable supervisory or management training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Director in supporting operational and routine activities for the Warehouse and Graphic Arts departments. Participates in the development and administration of the Purchasing, Warehouse and Graphic Arts budgets. Forecasts additional funds, processes expense transfers and budget updates as directed.
- Plan, organize, and supervise the daily operations of the Purchasing Department to provide timely delivery of high-quality, cost-effective materials and services to students, staff, sites and departments.
- Participates in ensuring all purchases support the District’s Vision, Mission and Philosophies and are made in accordance with applicable laws, codes, policies, and budgetary guidelines.
- Train, supervise and evaluate the performance of assigned staff. Provide clear, constructive feedback to improve staff effectiveness. Plan, coordinate, and arrange for appropriate training or professional learning. Recommend disciplinary and other personnel related action if necessary.

- Provide technical expertise, training, and assistance to District personnel regarding purchasing policies, procedures, and requirements. Serve as an expert resource for questions regarding purchasing, budgets, commodities, e-procurement, online bid software, vendor relations and related information.
- Regularly, reviews trends in material and supply usage. Adjusts re-order points and cycles to comply with needs.
- Facilitates and prepares bid documents and requests for proposals including bids involving construction, maintenance, labor, materials, and project contracts. Works with appropriate staff, architects, engineers, or consultants to obtain information required to prepare and distribute bid specifications. Reviews and tabulates bid responses for bid law compliance and recommends bid awards. Prepares and manages contracts.
- In collaboration with district staff and vendors, develops uniformity and quality specifications to establish, update and maintain District standards for goods and services. May prepare documentation and communication materials to convey and uphold standards.
- Responsible for contractor pre-qualification and CUPCCAA processes including review of compliance with applicable laws, policies, procedures, and recognized standards.
- In collaboration with other departments, oversees the district's vendor database. Establishes and maintains new vendor requirements. Researches, vets, contacts, and selects potential vendors to receive proposals. Conveys District standards and expectations. Independently, or in partnership with others, resolves vendor discrepancies and disputes.
- In support of educating students, regularly participates in the development of goals and objectives for the District and department. Identifies opportunities for change and improvements and recommends implementation procedures.
- Periodically studies information and document flow through the Purchasing department. Suggests improvements that expedite decisions and purchasing activity.
- Performs and manages activities concerning obsolete personal property including but not limited to Surplus and E-Waste.
- May serve on behalf of the Director in his / her absence.
- Performs other duties as assigned that support the overall objective of the position and department.

QUALIFICATIONS

Knowledge and Skills: The position requires comprehensive knowledge of procedures used in contracting for the purchase of equipment, goods, supplies and services. Requires thorough knowledge of Education Code, Public Contract Code, Government Code, Code of Federal Regulations, as well as State of California public works requirements. Requires knowledge of the specification development process. Requires a working knowledge of computer-aided purchasing and purchase order systems as well as modern office productivity software, proprietary business software used by the District, and the internet. Requires working knowledge of capital and noncapital assets. Requires extensive knowledge in Public Purchasing Supervisor

Works (Construction) bid law processes, including contract language and bond requirements. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare bid documents and professional correspondence, forms, manuals, training materials and reports. Requires well developed communication skills to convey technical information to internal and external stakeholders. Requires working knowledge of District organization, operations, policies and objectives. Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios. Requires leadership skills and thorough knowledge of the practices and principles of effectively supervising staff.

Abilities: Requires the ability to carry out the essential functions of the position. Requires the ability to set up and execute processes and procedures for developing bid specifications and bidding processes. Requires the ability to organize, prioritize, and maintain workload for the successful operation of the department. Requires the ability to use a computer to access and enter information onto established data entry screens, format and produce computer-generated and typewritten documents, and research information stored on databases or internet. Must be able to troubleshoot purchasing system problems. Must be able to supervise and lead staff in a manner which encourages high morale and efficiency. Must be able to establish harmonious and effective work relationships with departments and outside vendors.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate a computer, and to operate other standardized office equipment, constantly requiring repetitive motions.

Education and Experience: The position typically requires an Bachelor's degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field plus 3 years of increasingly responsible supervisory purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency. Additional relevant experience may substitute for higher education.

Licenses and Certificates: Requires a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist. May include work outdoors and in a warehouse setting with some exposure to safety considerations.