



Title: Purchasing Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Materials Manager.
Exercises direct supervision over 5 full-time employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Certified Professional Public Buyer (CPPB) through the Universal Public Procurement Certification Council (UPPCC)

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to supervise the activities and performance of the Materials Management procurement section of the Finance Department. These activities include all procurement of all construction services, professional services, commodities, agreements, contracts, mailroom, copy center, procurement cards, fuel cards and general procurement activities within Materials Management. This is accomplished by supervising employees within Materials Management and planning, organizing and overseeing all procurement functions within the Materials Management purchasing division. This position is responsible for scheduling and assigning tasks, developing and implementing policies and procedures, responding to claims and protests, maintaining complex information systems, resolving purchasing and vendor issues and reviewing and evaluating budgets. Other duties include researching best practices, overseeing developer compliance, implementing process improvements, change management, developing training programs, writing and maintaining internal controls.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Oversees procurement functions within Materials Management. Supervises staff by planning, scheduling and directing daily tasks and activities, establishing procedures and guidelines, reviewing work product, evaluating performance, training and coaching for performance improvement, addressing and resolving complaints and recommending personnel actions. Initiates changes in work condition and processes to increase operational effectiveness and efficiencies.
2	Oversees procurement policies and practices by reviewing, updating, developing, and implementing policies and practices, analyzing purchasing laws, regulations and rules, notifying departments of changes, reviewing vendor agreements, overseeing contracts for specific services, and resolving operational issues. Reviews procedures for compliance with City policy and governmental regulations. Creates training documentation and develops internal controls
3	Provides consulting and training services by advising departments, employees and citizens on procurement issues, facilitates training, consulting with developers, attending vendor bid openings, and reviewing reimbursement requests. Administers procurement operations to ensure compliance with applicable laws and regulations, policies and procedures and other rules or preferred practices. Works with vendors, staff and departments to resolve issues. Coordinates with accounts payable to ensure integrity of purchasing processes that impact purchase order and invoice processing. Provides strategic planning in the area of procurement.
4	Manages the protest, dispute and claims process by responding to and resolving issues, consulting with attorneys, establishing time lines, gathering testimony, attending meetings, dispute resolution and hearings, and developing correspondence.
5	Prepares the annual budget for the division by forecasting expenditures, presenting proposals for approval, authorizing payments and monitoring expenditures for recommended adjustments.
6	Oversees copy, mail, procurement card, and fuel card functions by reviewing and auditing cards and requests, notifying cardholders of non-compliance, overseeing mail room activities, acting as contact for copy purchases and needs, reviewing and approving billings, and updating policies, procedures and training materials.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.