



JULY 2012
FLSA: EXEMPT

PURCHASING SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing difficult and complex professional, technical, and administrative support related to the activities of contract administration and purchasing services; manages the effective use of divisional resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Contracts and Purchasing Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class within the purchasing function that exercises independent judgment on diverse and specialized purchasing functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day purchasing, procurement, and contract administration activities and services, ensures work quality and adherence to established policies and procedures, and performs the most technically complex tasks of the assigned area. This class is distinguished from the Contracts and Purchasing Manager in that the latter has management authority in planning, organizing, and directing the full scope of professional contracts, purchasing, and materials control operations within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for contracts and purchasing functions including the development and fulfillment of contract requirements, review of bids for conformity with contract requirements, preparation of bid specifications, and bid solicitation and purchases.
- Establishes schedules and methods for providing contracts and purchasing services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.

- Recommends and assists in the implementation of goals and objectives; participates in the Warehouse/Purchasing and Maintenance Business Interface Program to address how warehouse and purchasing policies and procedures affect the Operations and Maintenance functions; coordinates with team members to develop and implement approved policies and procedures.
- Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- In conjunction with the organizing department, reviews and/or prepares Requests for Proposals, Notification of Bids, contracts, process specifications, liability and insurance requirements, bonds, and faithful performance warranties; ensures conformity and compliance with District policies, procedures, and service provision expectations; coordinates plan of action and verifies bid lists; awards contracts and prepares purchase orders.
- Requests and verifies insurance requirements have been provided for various levels of risk prior to sending to Risk Management for final approval.
- Oversees and supervises the Buyer Outreach Program and makes continuous improvements; develops program assigning Buyers to handle procurement needs for assigned division; attends meetings with Buyers and division staff to discuss budgeted projects, equipment purchases, and purchasing policies and procedures.
- Negotiates contracts with vendors and interfaces with service providers to expedite timely completion of contract agreements.
- Tracks contracts to ensure conformity to contract requirements; develops schedule to begin the Contracts & Annual Blanket Order Renewal process.
- Maintains comprehensive contractual records and periodically monitors progress of all goods and services agreements, from inception through completion, to enforce milestones, deliverables, and post contract warranties.
- Issues Purchase Orders to end users for emergency goods/services; receives Sole Source documentation to ensure compliance with policies and procedures; verifies Supplier Insurance compliance.
- Performs the more technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing and contract administration.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operations, services, and activities of a contracts and purchasing program.
- Methods and techniques of conflict resolution and negotiation.
- Principles and practices of contract law, bidding, and award.
- Methods and techniques of contract development, price analyses, negotiation, and administration.
- Materials, supplies, and equipment typically used in construction, maintenance, and operation of wastewater facilities.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Advanced principles and applications of critical thinking and analysis.
- Operational characteristics of financial information systems.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Apply critical thinking and analysis to a broad range of situations.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.
- Investigate and develop new sources of supplies.
- Negotiate and administer contracts with vendors.
- Ensure compliance with established procurement rules and regulations.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and data base application.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in business or public administration, purchasing, accounting, finance, or a related field; AND,
2. Six (6) years of increasingly responsible governmental purchasing experience, including four (4) years at a level comparable to a Senior Buyer, or two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, certification as a Certified Purchasing Manager (CPM) by the National Association of Purchasing Managers (NAPM) is desirable.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.