

### SUPERVISOR, PURCHASING

| **Reports to:** | Director, Purchasing and Material Management | | |
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| **Dept:** | Purchasing and Material Management | **Range:** | 30 |
| **FLSA:** | Exempt | **EEO:** | Professional/nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direction, provide leadership and direction to plan, supervise and oversee the activities and operations of the Purchasing Department; recommend and assist in the implementation of goals and objectives; establish schedules and methods for timely purchasing functions to meet the needs of the District, implement policies and procedures; evaluate and monitor the adequacy and effectiveness of internal controls; perform complex duties related to the acquisition of equipment, goods, services and construc­­tion services in accordance with applicable laws, policies, procedures, ethical standards and guidelines; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, assign, schedule, supervise and evaluate the performance of assigned staff; with staff, develop, implement and monitor operational plans to achieve assigned unit objectives; make purchases and other expenditures in accordance with district procedures and monitor performance; participate in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards.
2. Interview and participate in selecting new unit staff; establish performance requirements and personal development targets; regularly monitor performance and provide training, coaching and mentoring for performance improvement, in accordance with district human resources policies and labor contract agreements.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff.
4. Lead and perform the acquisition of general and construction-related goods and services, assign requisitions to staff, and communicate performance issues to management.
5. Determine and evaluate appropriate procurement requirements; review, participate in developing and process requests for qualifications (RFQs), requests for proposals (RFPs), requests for formal and informal bids, purchase orders and contracts in a timely and accurate manner in accordance with appropriate cost and value parameters, procurement authoriza­tions, applicable laws, regulations, policies, procedures, ethical standards and guidelines; incorporate and negotiate appropriate terms and conditions
6. Manage and participate in the development of bid specifications, requests for qualifications, requests for proposals and contracts for the procurement of general and construction-related goods and services; negotiate and incorporate appropriate contract terms and condi­tions.
7. Perform price, cost and value analyses of bids, quotes and proposals to determine which responses best suit the district’s needs; prepare and maintain appropriate documentation for submittal of award recommendations; issue purchase orders; monitor the status and compliance of bids, purchase orders and contracts throughout bid and contract periods.
8. Interpret, explain and provide technical expertise and guidance to district staff, contractors and vendors regarding the acquisition of services, equipment and supplies; analyze emergency requirements accurately and quickly and take effective courses of action.
9. Investigate complaints and discrepancies as appropriate, develop recommendations on purchasing and material management issues, negotiate and resolve conflicts with vendors and contractors to ensure accurate, cost-effective and timely receipt of goods and services.
10. Determine and pre-qualify appropriate supplier chains and commodity sources; establish new vendor and market resources as needed; interview vendors and maintain appropriate vendor lists and supply sources.
11. Develop and monitor budgets for the procurement of capital equipment and furnishings for all new construction, remodel projects and other ongoing requirements; plan and coordinate with Fiscal Services the District’s year-end close and annual financial audit.
12. Serve as the district’s ERP system lead for the Purchasing and Material Management department; make system modification recommendations to the Director to increase system functionality and meet department needs; interface with information systems staff to solve issues and coordinate changes in the system, responsible for setting up tables, panels and fields as needed; develop business process modifications and determine strategic solutions; determine and coordinate security set-up for end-users; update system as needed.

**OTHER** **DUTIES**:

1. Interpret and research laws, regulations, the state public contract code and education code and other regulatory compliance requirements pertaining to procurement and contracting.
2. Act as a resource to district staff by providing technical information on procurement-related issues; implement federal, state and local guidelines for specially funded programs and operate in accordance with district policies and procedures.
3. Derive, organize and present complex data to support purchasing and contracting activities and make sound business decisions; prepare and maintain a variety of records and reports.
4. Participate and collaborate with various statewide organizations to develop and execute contracts and agreements to achieve cost savings, value and legal compli­ance for the district; act as district representative in small-business development activities to support opportunities for local veteran-, women- and minority-owned and disad­vantaged businesses with the district.
5. Determine independent contractor status, submit reports to appropriate agencies, and ensure the maintenance of contract documentation and records in a timely and accurate manner.
6. Act on behalf of the Director, Purchasing and Material Management in his/her absence.
7. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles and procedures of purchasing and material management as utilized in public agency competitive bidding, and procurement including procurement under the California Uniform Public Construction Cost Accounting Act, contract administration and public works.
2. District organization, functions, rules, policies, and procedures applicable to assigned areas of responsibility.
3. Contract negotiation, mediation and conflict resolution methods and techniques.
4. Applicable sections of the uniform commercial code, state education code, public contract code, government code, labor code and other applicable federal, state and local codes, regulations and laws.
5. IRS and EDD, tax and labor laws related to hiring and utilization of independent contractors.
6. Commodity and construction markets.
7. Basic math, statistical math, financial recordkeeping techniques and total-life costing techniques.
8. Budget preparation, reporting and control.
9. Accounting procedures related to purchasing.
10. Function and operation of district financial information system and modules.
11. Recordkeeping and report preparation, presentation techniques.
12. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
13. Problem solving and conflict resolution in a higher education environment.
14. Modern office practices, procedures and equipment.
15. Telephone techniques and etiquette.
16. Principles and practices of effective supervision.

### ABILITY TO:

1. Supervise, train and evaluate assigned staff.
2. Develop and recommend policies and procedures related to complex purchasing duties for the acquisition of a wide variety of services, materials and equipment.
3. Evaluate contract, agreement and bid language and subsequent documents, evaluate alternatives and make sound recommendations for improvement and effective courses of action.
4. Assist in the development and monitoring of an assigned program budget.
5. Organize, set priorities, exercise independent judgment and make data-based decisions.
6. Compose routine business correspondence and organize and present analytical data.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Ensure compliance of local, state and federal regulations and codes.
9. Maintain confidentiality.
10. Operate a computer and standard business software.
11. Make arithmetic and statistical calculations and perform basic cost accounting quickly and accurately.
12. Understand and follow oral and written directions.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Meet schedules, budgets and deadlines.
15. Maintain auditable bid files, records and prepare reports and presentations.
16. Operate district vehicles and carts.
17. Utilize integrated financial management systems in the review and processing of data.
18. Work independently and with minimal direction.
19. Communicate effectively, both orally and in writing.
20. Understand and follow written and oral instructions.
21. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
22. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
23. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

A bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or a related field and four years of increasingly responsible experience in purchasing goods and services, including one year providing technical and functional supervision over assigned staff; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Buyers and other Purchasing and Material Management staff, as assigned.

**CONTACTS:**

District administrators, faculty, staff, students, other colleges, community organizations, vendors, contractors, attorneys and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours required on an as-needed basis.