

PURCHASING SUPERVISOR**Definition:**

Under general direction, organizes, coordinates, and supervises the work of buyers and support staff that perform purchasing functions; performs the more complex and responsible professional purchasing and procurement work, including purchasing a wide variety of materials, services, supplies, and equipment according to City purchasing policies and practices and requisition specifications; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the Budget & Purchasing Manager in areas of expertise; and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides complex professional and technical assistance in the development, implementation, and administration of the City's purchasing and procurement programs, including support of citywide department adherence to procurement and purchasing policies and procedures.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends, develops, and implements purchasing policies and procedures; establishes and evaluates purchasing systems, records, forms, and controls.

Supervises and provides technical and functional direction to assigned staff; gives work assignments; reviews and controls quality of work; trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations; participate in the selection and hiring of staff.

Procures a wide variety of supplies, materials, services, and equipment for the operation of the City, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.

Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps to ensure compliance with established purchasing procedures and to confirm funding availability; works with accounts payable to ensure proper processing of invoices.

Provides information and guidance to City departments regarding their purchasing needs, specifications for services, supplies, and equipment, and computerized purchasing system.

Prepares financial analyses and cost comparisons to determine the cost-effectiveness of acquiring equipment and services for the City, including stock and special-order items.

Develops and monitors the interdepartmental and purchasing program budgets, goals, and performance measures.

Manages the purchasing modules in the City's financial software system; monitors the quality and accuracy of daily data entry and reports and addresses related problems; ensures updates and departmental purchasing approval thresholds are executed correctly; works with software vendors to explore features and enhancements, and to resolve software malfunctions.

Coordinates the storage, disposal, or sale of City surplus property.

Evaluates product usage trends; forecasts City needs and projects costs; evaluates available products and services from various sources; and develops procurement solutions.

Coordinates procurements among all City departments to meet needs within available budgets.

Completes, reviews and/or approves all procurement documentation.

Compiles specifications for bidding purposes; obtains formal and informal bids; reviews and analyzes bids; makes recommendations regarding bid awards; maintains the City's website and Public Purchase e-procurement platform listing for bids and requests for proposals and related files; conducts public bid openings and pre-bid conferences, as appropriate.

Maintains good working relationships with vendors and contractors; resolves discrepancies and disputes; develops and administers vendor/contractor agreements; negotiates terms and conditions of contracts, pricing and delivery of goods; maintains related files and databases.

Completes special projects, such as commodity purchases requiring complex analysis, interpretation, and negotiations.

Receives and responds to inquiries from City employees and vendors regarding procurement policies and procedures; investigates complaints and recommends corrective action as necessary for resolution.

Prepares and distributes purchasing reports to individual City departments and the Budget & Purchasing Manager.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Purchasing Supervisor is an advanced journey-level class with supervisory responsibilities over classifications within the Buyer series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to most complex departmental purchasing and procurement activities and programs. Successful performance of the work requires thorough knowledge of governmental procurement practices and procedures, purchasing, and formal and informal bid processes. This class is distinguished from the Budget and Purchasing Manager in that the latter has overall management responsibility for the Budget and Purchasing Division.

Bargaining Group: FMA

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations.

Advanced purchasing and procurement concepts and methods, such as cooperative purchasing, "piggy-back" agreements, sole and single sourcing and other methods.

General principles and practices of data processing and its applicability to purchasing and municipal operations.

Market and economic trends and conditions related to procurement.

Principles and techniques of supervision and public sector labor relations related to the direction, evaluation and training of assigned staff.

Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures affecting municipal purchasing operations.

Methods and techniques of contract negotiations and administration related to area assigned.

Principles and practices of business organization and public administration.

Practices and techniques of automated and manual financial document processing and record keeping.

Negotiation and conflict resolution techniques.

Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City 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 City staff.

AND

Ability to:

Research and utilize data and information to achieve cost effective results.

Negotiate complex contracts, agreements, and/or pricing schedules for services, supplies, and equipment.

Advise on and explain purchasing policies, procedures and standards.

Supervise, organize, direct and coordinate the work of professional, technical and support personnel; assists in the selection of and trains and evaluates assigned staff.

Maintain accurate financial records reports for informational, auditing, and operational use.

Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

Prepare basic budgetary and financial analyses; review and verify accuracy of data.

Make accurate arithmetic, financial, and statistical computations.

Establish and maintain a variety of filing, record-keeping, and tracking systems.

Understand and carry out a variety of complex instructions in a responsible and independent manner.

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 modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Handle job stress and maintain composure in public settings.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A bachelor's degree from an accredited college or university in business or public administration, purchasing, accounting, finance, or a closely related field. Possession of a Certified Public Procurement Officer (CPPO) certification issued by the Universal Public Procurement Certification Council (UPPCC), or comparable designation is desirable.

AND

Five years of responsible purchasing, administrative and/or analytical experience.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Senior Buyer file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily in an office environment. Some work is performed on-site visiting vendors and City facilities. Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. When performing on-site work an incumbent may stand and walk on slippery/uneven surfaces or slopes. An incumbent drives a vehicle on City business, may kneel, crouch, bend, twist, reach, grasp, lift, push, pull and drag boxes of files and records weighing 30 pounds or less and must be able to meet the physical requirements of the class and have mobility, vision to include color vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established September 2023