

PURCHASING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work involving responsibility for performing a variety of activities in the operation of a purchasing function either in a County department or in a local municipality. The specific responsibilities will depend on the jurisdiction where the position is established. The work is performed independently and under the general direction of a director or administrator having responsibility for the purchasing function. Supervision is provided to other staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

When assigned to County departments:

Supervises the activities of the Purchasing Department staff;
Assigns and reviews work of purchasing staff;
Acts as liaison to other departments, vendors and the general public in order to exchange information, resolve problems, provide services, etc.;
Prepares departmental payroll and maintains personnel records;
Reviews current policies and procedures, and may make effective recommendations for change, when necessary, considering industry-related standards and regulations;
Oversees and participates in the maintenance of procedures manuals;
Meets with staff to discuss and resolve problems, and to make effective recommendations for the revision of policies and procedures and implements changes;
Uses computer software as it applies to the County Purchasing System and assists computer systems support staff in the development of system changes;
Provides administrative support to the Director and Assistant Director of Purchasing.

When assigned to local municipalities:

Supervises the purchasing of a variety of supplies, materials and equipment;
Develops and revises standard lists and specifications for instructional and other supplies and equipment;
Reviews and directs the processing of requisitions and purchasing orders;
Prepares for and schedules public bidding;
Analyzes bids and prepares recommendations for contract awards;
Prepares and maintains procedure manuals for purchase operations and instructs personnel in their use;
Confers with department heads and administrators on their needs and provides input for the budget process;
Supervises the maintenance of files of purchasing records and data;
Supervises the inventory control procedures for centrally-stored equipment and materials;
Meets with MIS and other staff to discuss and resolve problems and implement changes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures of purchasing in a public agency; good knowledge of general office procedures; good knowledge of inventory control practices*; ability to communicate effectively, both orally and in writing; ability to use computer software as it applies to the purchasing function*; ability to plan and supervise the work of others; ability to establish and maintain cooperative relations with others.

(over)

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of complex clerical** and/or technical experience that included or was supplemented by responsibility for the purchasing of a variety of materials, supplies or equipment, three (3) years of which must have been in a purchasing office or setting or in support of a purchasing function, and one (1) year of which must have involved supervisory responsibilities. (The purchasing experience must have substantially included formal or informal bidding in a variety of purchasing fields or in purchasing a wide variety of items in one specific field. Experience limited to requisitioning or ordering from salesmen will not be considered as qualifying.)

NOTE: An Associate's degree or equivalent college credits or higher in Accounting, Business Administration, Economics and/or Management may be substituted for two (2) years of the required complex clerical and/or technical experience.

PROMOTION: For positions in local municipalities, (not County) one (1) year of permanent status as an Assistant Purchaser.

*To be demonstrated during the probationary period.

**Complex clerical experience shall be defined as clerical work, equivalent to "principal-level" or higher, that consists of the integration, coordination and/or oversight of clerical processing functions of a clerical unit, resolving complex clerical problems and acting as a troubleshooter, and may involve secretarial responsibilities. The work is distinguished from lower-level (e.g., senior-level) clerical experience in the judgment involved (e.g., work includes handling problems that may involve varied & unrelated clerical processes) and independence (e.g., may make decisions that involve resolving unusual clerical problems).