

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: PURCHASING SUPERVISOR**

**DATE: 1/1/13**

**FLSA STATUS: EXEMPT**

**JOB CODE: 51841**

**UNIT REPRESENTATION: MID-MGMT**

*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 within the job.*

## **DUTIES SUMMARY**

Under general direction, to plan, schedule, monitor and supervise the work of the Purchasing section, including purchasing, inventory control, storekeeping, and varied administrative reporting; to perform highly responsible professional purchasing work; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for managing and integrating a variety of functions, programs, and staff engaged in the acquisition and warehousing of materials, supplies, and equipment, ensuring safe operations and compliance with regulations relating to the storage and disposal of hazardous substances; the development and administration of bid proposals, contracts, and agreements; and researching and preparing a variety of studies and reports related to current and long-range Department goals and developing recommendations/proposals to meet them. Supervision is received from the Deputy General Manager; supervision is exercised over professional, para-professional, technical, and administrative support staff as assigned. The work of this class is complex and involves significant accountability and decision-making responsibility. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with management.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;

- Plan, schedule, monitor and supervise the work of staff assigned to the Purchasing section;
- Implement procurement strategy and policies; forecast procurement needs;
- Ensure workplace health and safety requirements are met;
- Set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Coordinate and work with computer representatives in the installation and modification of software applications;
- Analyzes purchasing and warehouse procedures and modify, as necessary, to meet data processing, reporting, governmental and professionally accepted purchasing standards;
- Development of annual budget for purchasing and warehouse; review budget requirements for all divisions for capital equipment purchases and job supplies;
- Prepare time reports for Purchasing section;
- Establish procedures and schedules of records retention;
- Supervise and participate in development of bid specifications; receive, open and read formal bids at bid openings; analyze and evaluate bids and prepare award recommendations;
- Issue and approve purchase orders; assign account numbers; supervise the preparation of purchase orders and processing of invoices for payment;
- Interview vendors; obtain verbal and written price quotations;
- Develop and maintain effective working relationships with suppliers;
- Maintain adequate inventory of central stores items; locate sources of supply;
- Inspect/maintain mechanical equipment;
- Monitor developments related to equipment acquisition and maintenance, evaluate impact, and implement policy and procedure improvements;
- Perform/review cost of service and load research data acquisition and compilation;
- Reconcile inventory control records with physical inventory;
- Review purchase orders, correspondence, payables, and inventory records for accuracy;
- Participate in the development, review, and modification of existing automated systems for tracking purchases, orders, and inventory.
- Keep abreast of new products, technological changes, and supply fluctuations; review new products/services and supply sources;

- Monitor developments in areas of responsibility; analyze proposed state and federal law, regulations, and court decisions for their impact on Department practices and operations; recommend and implement policy and procedure changes consistent with requirements; direct or conduct research and analysis of the Department's needs and requirements in assigned area of responsibility; recommend appropriate actions and implement programs;
- Serve as a liaison for the Purchasing section with other Divisions, sections, vendors, and outside agencies; negotiate and resolve sensitive and controversial issues;
- Coordinate the Department's space planning, relocation, and design activities; meets with divisions to determine space requirements, determine system furniture and communications needs; develop space or relocation plans; prepare cost estimates and budgets, coordinate the work of external contracted services in the relocation of system, furniture, and supporting telecommunication devices;
- Coordinate and prepare or direct the preparation of real property leases for or by the Department; coordinate, arrange, and negotiate the disposition of excess property in accordance with applicable legal requirements;
- Ensure activities of assigned areas are in compliance with ASHA, AQMD, Air Resources Board, Fire Department regulations, County regulations, and other applicable regulations;
- Administer petty cash;
- Administer the Department's radios and cellular phones;
- Operate Department vehicles; and
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Advanced principles of purchasing and basic purchasing sources;
- Marketing practices, pricing, methods and differentials;
- GSA or other governmental purchasing or inventory management methods and procedures;
- Proper English usage, spelling, grammar and punctuation;
- Business math;

- Advanced record keeping methods;
- General principles of supervision and training;
- Overall understanding of water and wastewater operations/construction;
- Maintenance and replacement of assets;
- City and audit requirements associated with the oversight of purchasing, contracting, and warehousing;
- Understanding of all AQMD and other “green” related State mandates;
- Optiview, HTE, GPS, and other software systems;
- Intermediate proficiency with Word, Excel, and PowerPoint;
- Basic construction and building maintenance;
- Water and Wastewater operations and equipment, wells, piping, and meters.

**Ability to:**

- Negotiate prices, specifications and conditions of delivery;
- Develop and explain effective purchasing procedures to department staff;
- Supervise the maintenance of accurate records of materials, supplies, equipment and parts received, stored and issued;
- Delegate and oversee multiple job functions; assign priorities to various/conflicting utility activities;
- Make decisions and complete assignments;
- Think logically and analytically;
- Accurately estimate quantity requirements;
- Plan arrangement of store to physically handle a variety of materials, supplies, equipment and parts;
- Operate a computer and other office equipment;
- Prepare clear, concise and accurate reports;
- Read, understand, and apply complex materials;
- Plan and schedule work assignments, set priorities for, train, evaluate, select and recommend advancement and discipline of subordinates;

- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Communicate clearly, orally and in writing;
- Work independently;
- Establish and maintain effective relationships with those contacted in the course of work;
- Respond to emergency situations;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

### **MINIMUM QUALIFICATIONS**

Education: Bachelor's degree in mathematics, computer science, business administration, procurement, or public administration;

An additional three (3) years of the experience described below may substitute for the required education on the basis of one (1) year of experience being equivalent to 30 semester units.

**And**

Experience: Two (2) years of administrative level experience in the operation of government purchasing programs in a water or wastewater environment. An additional three (3) years of the above experience may substitute for the required education on the basis of one (1) year of experience being equivalent to 30 semester units.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the

normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**Job Description:**

BOWC Approved:

12/20/2011

**Testing Standards:** CS App Review/CS Supplemental Review/CS Oral Board  
CSB Approved

9/10/2013