

PURCHASING SUPERVISOR

DEFINITION

Under the direction of the assigned administrator, supervise, coordinate and perform the activities of the District's Purchasing Department.

TYPICAL DUTIES

Supervise, coordinate and perform activities and operations of the District's Purchasing Department; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to State Education Code, Public Contract Code, Board policies and regulations, and other applicable laws and regulations; implement procurement procedures; prepare and review purchase orders and related documents for the acquisition of equipment, supplies and services for district-wide needs; recommend changes in procedures as appropriate; research vendors, prepare complex bid specification notices and advertisements; obtain and analyze price quotations and bids; recommend awarding of contracts; evaluate product capability and cost effectiveness; establish department goals according to guidelines; utilize computerized purchasing systems to ensure that reports are accurate, timely, and useful; utilize technology to improve staff production; recommend productive and cost effective modifications to automated systems; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

One year of experience in a lead or supervisory position in any field. Three years of increasingly responsible purchasing experience (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Bachelor's degree from an accredited institution in business, economics, public administration, procurement, contract management, or related field; **OR**, a Bachelor's degree from an accredited institution in any area **AND** one additional year of qualifying experience; **OR**, an Associate's degree from an accredited institution in business, economics, public administration, procurement, contract management, or related field **AND** two additional years of qualifying experience; or an Associate's degree from an accredited institution in any area **AND** three additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations such as Education Code, Labor Code, Public Contract Code, local environmental regulations and procurement procedures; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; suppliers of goods and services; formal bid process; requirements of various funding sources; recordkeeping techniques in a complex business environment; modern office practices, procedures, and equipment.

ABILITY TO

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; assist in the development and design of systems; maintain effective internal controls; establish and maintain effective procurement procedures to ensure timely processing of purchase orders and receipt of equipment, supplies and services; purchase goods and services with available resources in compliance with requested specifications; analyze information and situations accurately and adopt an effective course of action; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.