



**Classification Title: Supervisor, Purchasing Services**

<b>Department:</b>	Purchasing and Warehouse	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Confidential and Supervisory Team (CAST)	<b>Salary Grade:</b>	48
<b>Supervision Received From:</b>	Director, Business Services	<b>Date of Origin:</b>	8/2014
<b>Supervision Given:</b>	Assigned Classified, Short-Term, Student, and Volunteer Staff in Purchasing and Warehouse	<b>Last Revision:</b>	2/2023

***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.***

**JOB SUMMARY.**

Responsible for planning, organizing, and supervising the functions and operations of the Purchasing and Warehouse department, including ensuring purchases are made in accordance with applicable laws and codes and training, supervising, and evaluating the performance of assigned staff.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, Purchasing Services is distinguished from other supervisory classifications within Fiscal Services by its responsibility for overseeing the District's purchasing and warehouse operations.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, organizes, administers, and schedules procurement activities and operations of Purchasing and Warehouse staff; reviews and ensures that District purchases are made in accordance with applicable laws, and regulations including the Public Contract Code, California Education Code, Government Code and District policies and procedures.
3. Plans, organizes, and administers the bidding and contracting activities of the District, including supervision of the development, solicitation, evaluation, and completion of bids by Purchasing staff to ensure maximum cost effectiveness and minimal legal liability to the District.
4. Plans, organizes, and controls the services and operations of the Warehouse including courier operations, the receipt, issuance, and delivery of materials and equipment; stores custodial, building, and grounds materials and supplies, and equipment; performs periodic surplus equipment inventories and prepares surplus items for surplus sales and auction; coordinates the storage, disposal, or sale of surplus materials and equipment according to established procedures.
5. Prepares a variety of reports pertaining to District Cal-Card and procurement activities; develops and updates manuals, training, policies, procedures, and guidelines relative to Purchasing and Warehouse operations.
6. Reviews requisitions for appropriateness of account number, approval levels, pricing, and asset management identification; delegates buying assignments to staff; obtains verbal and written quotes; assists in the development

and enhancement of bid specifications to purchase materials, equipment, and services; coordinates the processing of public notices; conducts bid openings and awards or recommends awarding of purchase contracts.

7. Performs complex and technical purchases of services, materials, equipment, and supplies; administers and oversees maintenance contracts and lease payment agreements for District equipment; assists District departments with large purchase requests; develops and administers the procurement of capital equipment and furnishings for all new construction and remodeling projects; develops and administers the procurement of public works infrastructure projects associated with new construction and remodeling; prepares legal bid documents and formulates specifications in compliance with established requirements.
8. Conducts product research, testing, and evaluation to determine best quality and service for price and satisfaction of purchase specifications; meets with vendors to discuss purchasing issues; coordinates and participates in job walks as needed; performs and follows up on special projects and research as assigned.
9. Reviews and evaluates purchasing methods, assignments, policies, and procedures to increase efficiency and effectiveness of District purchasing operations; plans and organizes files, forms, and staff assignments and projects; maintains records and generates reports.
10. Communicates with District personnel regarding requisitions to clarify issues; discusses alternatives; obtains missing information; and ensures adequate budget for purchases.
11. Investigates and develops new sources of supply; interviews vendors regarding new or improved products, trade practices, and methods; assists in establishing District standard products, sources of supply, and specifications; participates in the North County Educational Purchasing Consortium.
12. Assures the timely follow-up and expediting of deliveries of District orders; researches and resolves issues with vendors regarding delivery and product quality and quantity.
13. Assures maintenance of current and adequate bidder lists and vendor files; assures timely and accurate production of reports and annual purchasing calendar; ensures proper maintenance of files in accordance with established record retention policies.
14. Prepares and monitors department's annual budget in cooperation with the Director.
15. Communicates with all levels of District staff and vendors regarding policies, procedures, quality of goods and services procured, deliveries, order adjustments, accounting problems, and other applicable issues; performs follow-up work on procurement activities and investigates complaints and discrepancies as appropriate.

#### **Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

##### **Knowledge of:**

1. Supervisory principles and practices.
2. Governmental purchasing principles and practices, materials, and equipment commonly used in a large school district.
3. Sources of supply, general business conditions, and specific commodity trends related to school district purchasing.
4. Writing skills to prepare clear, concise specifications and reports.
5. Purchasing terminology and practices.
6. Marketplace and commodity prices and practices.

7. Project management principles and practices.
8. Purchasing program principles, practices, and methodologies.
9. Applicable sections of the California Education Code, Public Contract Code, Government Code, and other applicable laws.
10. Budgeting principles and practices.
11. Applicable federal, state, and local codes, laws, and regulations.
12. Customer service principles and practices, including the use of tact, patience, and courtesy.

**Skill in:**

1. Supervising, training and evaluating the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining a budget.
6. Investigating and resolving customer complaints.
7. Providing customer service.
8. Preparing and maintaining training manuals.
9. Interpreting data and information.
10. Mediating difficult and/or hostile situations.
11. Preparing, analyzing, and maintaining a variety of records and reports, ensuring accuracy of information.
12. Training employees on the use of applicable software systems, policies, and procedures.
13. Planning, supervising, and scheduling the activities and operations of the purchasing function.
14. Assisting in the development and enhancement of bid specifications to purchase materials, equipment and services.
15. Interpreting, applying, and ensuring compliance with laws, rules, and regulations affecting District purchasing operations.
16. Preparing and writing complex formal bid specifications.
17. Recommending new or revised purchasing procedures.
18. Communicating effectively, both orally and in writing.
19. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

**Experience and Education/Training Guidelines:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of public entity purchasing experience, including one year in a lead capacity.

**Education/Training:** A Bachelor's degree from an accredited institution in business administration or related field.

**License and/or Certificate:** Possession of a valid California Driver's License by time of appointment.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to various sites to inspect for bid specifications and to conduct work with vendors.

**TERMS OF EMPLOYMENT.**

The duration of any restricted funded position in this classification is dependent upon the continuation of funding.