

PURCHASING SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing professional, technical, and administrative support related to the activities of purchasing services; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned area of responsibility; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial staff. Exercises direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is the supervisory level class within the purchasing division exercising independent judgment on diverse and specialized functions with significant accountability and ongoing decision-making responsibilities associated with the work. Positions are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Finance and Procurement Manager in that the latter has full management authority in planning, organizing, and directing the full scope of contracts, purchasing, and materials management operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for purchasing functions.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility.
- Establishes schedules and methods for providing purchasing services; identifies resource needs; reviews need with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; identifies operational issues and develops strategies for resolution; coordinates with team members to develop and implement approved policies and procedures.

- Participates in the selection of purchasing staff; provides or coordinates staff training; evaluates employee performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- Collaborates with materials management and Operations and Maintenance to ensure policies and procedures support efficient operations.
- In conjunction with the organizing department, reviews and/or prepares Requests for Proposals, Notification of Bids, contracts, process specifications, liability and insurance requirements, bonds, and faithful performance warranties; ensures conformity and compliance with OC San policies, procedures, and service provision expectations; coordinates plan of action and verifies bid lists; awards contracts and prepares purchase orders.
- Requests and verifies insurance documents to ensure risk management requirements are met.
- Oversees and supervises the Buyer Outreach Program and makes continuous improvements; develops program assigning Buyers to handle procurement needs for assigned division; attends meetings with Buyers and division staff to discuss budgeted projects, equipment purchases, and purchasing policies and procedures.
- Negotiates contracts with vendors and interfaces with service providers to expedite timely completion of contract agreements.
- Tracks contracts to ensure conformity to contract requirements; develops schedule to begin the Contracts and Annual Blanket Order Renewal process.
- Maintains comprehensive contractual records and periodically monitors progress of all goods and services agreements, from inception through completion, to enforce milestones, deliverables, and post contract warranties.
- Issues purchase orders to end users for emergency goods/services; receives Sole Source documentation to ensure compliance with policies and procedures; verifies Supplier Insurance compliance.
- Performs the more technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing and contract administration; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and practices of budget development, administration, and accountability.
- Business operations, services, and activities of a purchasing program and the materials, supplies, and equipment typically used in construction, maintenance, and operation of wastewater facilities.
- Principles and practices of contract law, bidding, and award.
- Methods and techniques of contract development, price analyses, negotiation, and conflict resolution.

- Principles and practices of fiscal, statistical, and administrative research, record-keeping, and report preparation.
- Methods and techniques of conflict resolution and negotiation.
- Advanced principles and applications of critical thinking and analysis.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and in decision-making and problem-solving.
- Oversee administration of procurement programs and activities.
- Evaluate the quality and price of products to judge suitability of goods and/or alternatives offered.
- Investigate and develop new sources of supplies.
- Negotiate and administer contracts with vendors.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education with major coursework in business or public administration, purchasing, accounting, finance, or a related field.
2. Six (6) years of progressively responsible work experience in procurement, which may include two (2) years of lead or supervisory experience.

Licenses and/or Certifications:

None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve "at-will" and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San's pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.