

## **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.