



West Valley - Mission

Community College District

CLASS SPECIFICATION

MANAGER, PURCHASING

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 11

DEFINITION

To plan, organize and direct the activities of the purchasing section within the general services department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical and production support to the Executive Director, General Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Executive Director, General Services.

Exercises direct supervision over assigned technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for purchasing services; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in purchasing services.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Perform and oversee the daily administration, management, and production of purchase orders, to ensure compliance with policies, procedures, legal and insurance requirements.

Provide staff assistance to the Executive Director, General Services in purchasing, purchase orders, use of cooperative contracts, and purchasing/invoice processing within the General Services department.

Evaluate vendor and contractor performance as necessary; establish and maintain vendor records.

Train district staff on use of on-line purchasing systems; troubleshoot system errors and coordinate resolution with information technology staff.

Oversee disposition of surplus property and equipment.

Research and prepare technical and administrative reports and studies, for auditors, WVMCCD, and the State; prepare agenda items for submission to the Board of Trustees; prepare written correspondence as necessary.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaint.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public procurement, and use of purchase orders.

Principles and practices of cooperative contracts.

Pertinent local, state, and federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation and monitoring.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent procurement and contract rules and regulations, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate staff.

Use sound judgment in recognizing the scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively, orally and in writing.

Maintain confidentiality and handle sensitive information discretely.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings, and/or perform weekend work, and the ability to travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in purchasing or other related administrative or contractual services, including one year of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or a related field.

License and Certificate:

May need to possess an appropriate, valid California drivers' license and required by the position.

EEO Category: Executive/Administrative/Managerial

Date Approved: October 3, 2022