



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, PURCHASING

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 28

DEFINITION

To plan, organize, direct, and supervise purchasing operations within the general services division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the 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 assist in the implementation of goals and objectives; establish schedules and methods for purchasing functions; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in purchasing functions.

Evaluate operations and activities of assigned responsibilities; recommend 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; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Assist the director in coordinating the formal bid process for construction projects; prepare formal and informal bids, specifications and proposals; review and analyze bids received.

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

Coordinate the preparation of periodic reports to auditors, state, and the board.

Recommend current and new vendors; establish and maintain vendor accounts.

Oversee disposition of surplus property and equipment.

Answer questions and provide information to students, staff, administrators, and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

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 sector purchasing functions, including bid and contract language and vendor negotiations.

Various systems and software used in purchasing.

Principles and practices of supervision, training, and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

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

Ability to:

Organize, implement, and direct purchasing operations/activities.

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 legal codes 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 assigned staff.

Use sound judgment in recognizing 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.

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.

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:

Four years of increasingly responsible experience in purchasing goods and services, including one year providing technical and functional supervision over assigned staff.

Education:

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

EEO Category: Professional Non-Faculty

Date Approved: July 1, 2017