

Summary of Duties : Plans, organizes, coordinates, and directs the operations of the Purchasing, Materials Management, and Printing Divisions of the Department of General Services; may assign, review evaluate, and coordinate the work of professional employees in these activities; applies supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and performs related work.

Distinguishing Features : The Director of Supplies directs and coordinates professional employees engaged in activities related to the management of stores, purchasing, salvage, printing, technical support and audit functions. An employee of this class is distinguished by the responsibility for long-range planning, development, implementation, and maintenance of city-wide programs for the efficient and economic purchase of materials, warehousing, storekeeping, inventory, distribution, printing services, and accounting.

Incumbents in the class of Director of Supplies, as bona fide supervisors, are responsible for the performance of a wide range of supervisory activities including: application of discipline, processing and resolution of grievance, evaluation of performance and approval of time off requests. Incumbents in this class typically report to an Assistant General Manager. Assignments are received in broad terms, and the incumbent may initiate own assignments without further direction.

Examples of Duties: Directs, coordinates and reviews work performed by the Purchasing, Materials Management, and Printing Divisions; assigns work to Division heads; reviews and signs purchase orders, contracts, and other documents; has final responsibility for establishing policies and procedures to ensure that all purchases are made efficiently, economically and in accordance with all legal requirements; directs the repair of office equipment through subordinate supervisors.

Provides managerial direction in the more complex purchases and in materials management, salvage operations, office equipment repair, and technical support; plans, organizes, and establishes procedures and policies for a large purchasing and materials management organization; organizes staff and procedures in the most efficient manner to ensure operations meet high standards; has final responsibility for ordering, receiving, storing, and disposing of City materials, supplies, and equipment.

Confers with Division heads and staff of various City offices on questions of policy, organization, and problem solving; coordinates the activities of the divisions with other departments and advises them on purchasing and materials management policies and procedures; authorizes personnel changes; represents the General Manager,

Department of General Services, as directed, in negotiations with suppliers, contractors, and governmental agencies; and ensures that the City meets all of the complex legal requirements involved in purchasing materials.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action program; and may be assigned to other duties to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles, practices, and procedures of a purchasing and materials management program for a central purchasing agency within a large organization; a good knowledge of the practices and theories of inventory management, materials forecasting and distribution, and cost reduction techniques; a good knowledge of purchasing technology; a good knowledge of a variety of laws and regulations relative to purchasing and materials management procedures; a good knowledge of the types, uses, and proper description of materials commonly required; a good knowledge of effective safety principles and practices; a working knowledge of the sources of supply for a wide variety of commodities; a working knowledge of the potential applications of data processing techniques to materials management activities; a working knowledge of the laws regarding purchasing and materials management; a general knowledge of commodity markets, marketing practices and pricing methods; a good knowledge of supervisory principles and practices including: planning, delegating, and controlling the work of subordinates; a good knowledge of techniques of training, instructing, and evaluation of subordinate personnel; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program; a working knowledge of Memoranda of Understanding as they apply to subordinate personnel; a general knowledge of City Personnel rules, policies and procedures.

The ability to communicate effectively both orally and in writing; the ability to prepare clear, concise, well organized written materials such as narrative and technical reports; the ability to direct the development, implementation and maintenance of a materials management program; the ability to deal tactfully and effectively with City officials, department management and other individuals, groups, and agencies; ability to establish and maintain a work environment to enhance both employee morale and productivity; ability to apply sound supervisory principles and techniques; ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program

Three years full-time paid experience as head of a major purchasing

and/or materials management agency directing the analysis, planning, organization, administration of comprehensive materials or procurement management program; or

Three years full-time paid experience as a Director of Printing Services for the City of Los Angeles;

Appointment to this position is subject to a one-year probationary period as provided by Section 109 of the Los Angeles City Charter.

License : A valid California drivers' license and a good driving record may be required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; and good speaking and hearing ability. Persons with medical limitations may, with reasonable accommodations, be capable of performing the major duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.