

PROCUREMENT SUPERVISOR TASK LIST

Supervision

1. Supervises employees, such as Procurement Analysts, Procurement Aides, Management Analysts, Management Assistants, and administrative and clerical support personnel, engaged in establishing and coordinating contracts, supply agreements, and purchase orders for goods, materials, and routine services for use by City departments, in order to ensure City ordinances and legal requirements related to procurement processes and procedures are applied effectively and accurately.
2. Fulfills supervisory Equal Employment Opportunity responsibilities, such as conducting performance evaluations of subordinate personnel related to their required duties and provides counseling and/or disciplinary action if necessary, recommends training, prepares all employees for advancement, and applies job-related criteria in decisions regarding hiring, work assignments, and performance evaluations.
3. Assigns responsibility for purchasing supplies, materials, equipment, or services requested by users to subordinates, taking into consideration factors such as type, size, dollar amount of purchase, experience and/or expertise of subordinate, and complexity of specifications, in order to make timely purchases and to make the best use of subordinates' abilities.

Procurement

4. Discusses specifications and/or statements of work, including purchasing conditions for non-typical purchases, such as orders for special services or for custom modified equipment, with users, division heads, other Department staff, staff of businesses submitting bids, and other interested parties in order to make purchases which meet Department requirements.
5. Reads and reviews purchase orders, Requests for Proposals, Invitations for Bids, Requests for Information, bid analyses, bids award recommendations, and contracts prepared by subordinates and makes comments or corrections in order to ensure that they are complete and accurate prior to solicitation and/or final award.
6. Analyzes existing contracts with City of Los Angeles and identifies contract consolidation opportunities to obtain the best market value for the purchase of goods and services for the City of Los Angeles.
7. Analyzes market conditions by examining previous purchases, obtaining informal quotes, and reviewing industry websites and price trends in order to determine whether cost estimates are fair and reasonable.

8. Oversees, attends, and/or arranges pre-bid conferences with prospective bidders to answer questions on bid documents and to explain City policies and procedures, including documentation requirements for "good faith efforts", Small Business Enterprise (SBE), Disadvantaged Veterans Business Enterprise (DVBE), goals, and other required contract compliance documents.
9. Reviews, analyzes, and evaluates bid submittals, considering factors such as compliance with specifications, City Ordinances, administrative requirements, bid totals, and counter proposals, and makes awards based to the lowest responsive and responsible bidder in order to obtain the best overall value to the City of Los Angeles.
10. Negotiates contracts, including terms and conditions, pricing, and risk, with suppliers in order to obtain the best overall value to the City of Los Angeles.
11. Consults with the City Attorney's Office, as necessary, regarding contract forms and provisions to ensure compliance, accuracy, and/or comprehensiveness.
12. Administers contracts for commodity based supplies, such as annual procurement contracts and one-time purchase orders, in order to ensure supplies are received and invoices are paid in compliance with the terms and conditions.
13. Reviews and approves purchase order adjustments (POAs) and contract amendments, such as price adjustments, change orders, adding and deleting items, updating item descriptions, and/or cancellations, using an electronic procurement system in order to ensure that purchase orders and contracts are accurate and complete
14. Monitors supplier performance and resolves problems that arise from the supplier and/or the end users, such as issues related to timely delivery of supplies, condition of materials, compliance with specifications, and product substitutions, in order to address any performance issues.

Communication

15. Prepares and presents oral and written reports to management and others regarding purchasing activities, such as resolving contract disputes, in order to explain procurement processes, such as outlined terms and conditions related to the solicitation, and/or the status of end user requests.
16. Serves as liaison to other governmental purchasing organizations in order to build community relations and identify cooperative purchasing opportunities.