



## CLASS SPECIFICATION

3-9-01

**PROCUREMENT SUPERVISOR, 1852**

**Summary of Duties:** Assigns, reviews and evaluates the work of subordinates related to purchasing a variety of equipment, services, supplies, and materials and the performance of related staff work; personally performs the more complex purchasing work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** A Procurement Supervisor supervises employees engaged in establishing contracts, supply agreements, and purchase orders for goods, materials, and routine services for use by City departments and personally performs the more difficult work. Assignments normally are given verbally and in writing and results are evaluated by the outcomes achieved. Procurement Supervisors, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

**Examples of Duties:** A Procurement Supervisor:

- Supervises employees engaged in coordinating contracts by conducting specification and market research, arranging and conducting bidder's conferences, analyzing and evaluating bids and making awards based on the best overall value to the City, negotiating with suppliers, consulting with the City Attorney's Office as necessary regarding contract form and provisions, administering contracts for commodity based supply agreements, processing change orders and renewals, monitoring supplier performance, and resolving problems that arise from the supplier and/or from the end users;
- Personally performs the more complex professional commodities work;
- Analyzes contract consolidation opportunities to obtain the best market value for the purchase of goods and services for the City;
- Prepares and presents oral and written reports to management and others regarding purchasing activities such as resolving contract disputes;
- Oversees, facilitates, and participates in Contracting Team activities including needs analysis, RFP/RFB development, contract award, and contract management and administration;
- May serve as liaison to other governmental purchasing organizations for cooperative purchasing opportunities;
- May supervise Quality and Process Management Task Forces;
- Supervises purchasing related administrative and clerical support personnel;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates; and
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

### **Knowledge of**

- Commodity markets, marketing practices, and pricing methods;
- Laws, regulations, practices, and procedures related to City purchasing activities;
- Sources of supply for a wide variety of commodities;
- Factors used to determine acceptance of bids;
- Data processing methods that apply to purchasing activities;
- Principles and requirements of editing, writing, and revising specifications;
- Purchasing terminology;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel; and
- City personnel rules, policies and procedures.

### **Ability to:**

- Communicate tactfully and effectively with a wide variety of employees, vendor's representatives, officials, and City management;
- Negotiate contracts and service level agreements with suppliers providing the best overall value;
- Conduct procurement activities through the Internet and electronic commerce;
- Prepare effective written communications;
- Coordinate and organize work for the purpose of establishing deadlines and prioritizing work;
- Keep accurate records of purchasing activities;
- Make effective oral presentations to individuals and groups;
- Establish and maintain a work environment to enhance both employee morale and productivity;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:** Two years of full time paid experience in a class at least at the level of Procurement Analyst in commodity purchasing, preparing specifications, analyzing bids, conferring with vendors, and making recommendations for awards of contracts.

A valid certification for one of the following may be substituted for one year of the experience lacking:

- a. Certified Purchasing Manager (CPM) issued by the National Association of Purchasing Management; or
- b. Certified Professional Contracts Manager (CPCM) issued by the National Contracts Management Association; or

- c. Certified Public Purchasing Officer (CPPO) issued by the Universal Public Purchasing Council.

**License:** A valid California driver's license may be required.

**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, responsibilities, and required qualifications of any position shall be.**