



CLASS SPECIFICATION

5-5-00

SUPPLY SERVICES MANAGER, 1865

Summary of Duties: Plans, organizes and directs the work of either a centralized City commodity store, or purchasing or materials management activities in a City department; may plan, organize and direct the City's centralized purchasing, materials management, and related distribution activities; 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 Supply Services Manager is a management level class that is responsible for the overall performance, planning, direction and staffing of purchasing and/or materials management of either the centralized activities of the Department of General Services or an independent City department. Supply Services Managers may participate in the development of City wide goals, policies, and procedures related to purchasing and materials management. Assignments normally are given verbally and in writing and results are evaluated on the results achieved.

Incumbents 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 Supply Services Manager:

- Plans, organizes, and directs complex supply functions, from acquisition through distribution, within financial constraints;
- Plans, organizes and directs the operations of a specific commodity group;
- Oversees the maintenance of record systems for supplies, deliveries of supplies, and warehousing and distribution of supplies;
- Coordinates procurement procedures including soliciting proposals, negotiating contracts, and monitoring compliance with contracts;
- Oversees activities related to distribution of goods to users;
- Organizes staff and procedures to ensure efficient supply related operations;
- Oversees the forecasting of materials needs;
- Convenes hearings to resolve contractual disputes;
- Conducts commodity price analyses, industry forecasting, research on vendor confidence, and feedback studies to ensure client satisfaction;
- Prepares oral and written reports related to purchasing, warehousing, and distribution activities;
- 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:

- Laws, rules, procedures and practices related to procurement, warehousing, inventory control, and materials distribution;
- Sources of supply for various materials;
- Computer applications related to purchasing, and materials management activities;
- Methods of researching and forecasting supply services related trends;
- City contractual procedures related to purchasing activities;
- 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.

The ability to:

- Plan, organize, and direct the activities of employees engaged in purchasing and materials management activities;
- Prepare clear, concise, and persuasive written reports;
- Make effective oral presentations to individuals and groups;
- Effectively conduct business meetings;
- Effectively obtain, manipulate, and interpret information stored in mainframe and personal computers;
- Communicate effectively with a wide variety of persons including elected officials and their staffs, department managers, vendors, and subordinate employees,
- 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 reasonably accommodate the limitation.

Minimum Requirements: Two years of full time paid experience as a Senior Buyer or Stores Supervisor, or in a class at least at that level, involved in supervising purchasing or materials management activities.

Appointment to this class is subject to a one year probationary period under the provisions of Charter Section 109.

Licenses: A valid California drivers 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.