

Supply Services Manager 2016

Task List

1. Plans, organizes and directs complex supply functions from acquisition through distribution within financial constraints as well as the salvaging/disposal of assets through the management of a group of warehouses and the respective commodity purchasing group within the supply chain.
2. Oversees the maintenance of record systems for supplies by utilizing automated inventory management and electronic procurement systems to ensure supply and demand goals are met by verifying information such as inventory value, certain commodity value, seasonal trends and inventory turnover ratio.
3. Checks/tracks inventory and facilitates the deliveries of warehouse materials and distribution of parts and supplies in order to ensure accuracy to internal customers who are tasked with maintaining various City services.
4. Establishes and ensures adherence to procurement procedures in compliance with the City Charter and/or the Administrative Code including soliciting proposals and/or bids, negotiating contracts and monitoring compliance requirements.
5. Tracks inventory to ensure it is adequate by coordinating with internal customers and forecasting their material needs by utilizing the Enterprise Resource Planning System.
6. Verifies commodity price analyses, industry forecasting, research on vendor confidence and feedback studies to ensure cost effectiveness of contracts and customer satisfaction.
7. Creates and finalizes oral and written reports related to purchasing, warehousing, distribution and salvage activities and reviews metrics and key performance indicators in order to monitor purchasing and warehouse activities.
8. Communicates (electronically, by telephone, or face to face) with internal users to ensure product and service specifications and requirements are current and not restrictive.
9. Convenes hearings to resolve contractual disputes and supplier performance issues with vendors which may include coordination with the City Attorney's Office.
10. Ensures vendor compliance with contract terms and conditions as well as various City procurement ordinances (such as Equal Employment Opportunity) by

verifying that contract language is written in compliance with the Administrative Code and the City Charter.

11. Coordinates the activities of staff to ensure efficient and cost-effective supply-related operations and to ensure high level customer service by providing the necessary support and materials to various City departments.
12. Ensures procurement staff utilizes proper strategic sourcing methods when soliciting proposals and/or bids by understanding the marketplace, commodity, customer requirements and changing technology as well as by communicating with the customer and vendor community, working with City departments or agencies and watching industry trends for accuracy purposes and to increase efficiency and consistency.
13. Fulfills supervisory Equal Employment Opportunity (EEO) 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 and prepares all employees for advancement.