



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **Purchasing Services Supervisor**

Classified Professional Supervisory

Grade 192S – Salary Schedule 40

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#### **A. General Statement**

Under the Direction of the Director of General Services, the Purchasing Services Supervisor performs professional work involved with the planning, coordinating, implementing and evaluating the activities of the Districts purchasing department. The Purchasing Services Supervisor evaluates, leads, trains, and organizes the workload of buyers, mailroom staff and student assistants. The supervisor ensures that procurements are made according to prescribed methods and assures compliance with state education code, public contract code and district rules and regulations. Public contact is extensive, primarily involving District and College staff at all levels, outside vendors, contractors, outside business representatives, other educational institutions, and external auditors for the purpose of exchanging product, procedural, timeline and workflow information. A high degree of independent judgment and creativity is required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in terms of District resources, employee time and in public relations; bid protests or other consequences related to improper application of public contract code.

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Develops and evaluates procurement work procedures and policies based upon the District policy.
2. Manages Districtwide purchasing systems including procurement card, e-bid platforms, travel system and gas cards.
3. Independently troubleshoots and resolves the day-to-day purchasing issues related to purchasing transactions including requisitions, contracts and other documentation and accounting issues.
4. Manages purchasing activities related to bond and other construction programs including identification of statewide contracts for purchase of products and services; filing proper paperwork for DIR compliance; coordination with contracts manager for purchasing needs related RFQ, RFP, RFSOQ, RFB; preparation of bond related purchase orders; coordination with Bond accounting staff.
5. Manages vendor relationships including vendor performance issues. Identifies new vendors for districtwide needs and negotiates vendor contracts.

6. Manages the activities of the bid process including preparation of bid specifications and RFP, RFQ, and RFB documents, analyzing bid results, coordination and supervision of vendor evaluation logistics; preparation of reports, and attendance at board meetings related to the formal bidding process. Leads cross-functional/districtwide bid or proposal evaluation teams and insures compliance with public contract code and district policy.
7. Supervises surplus and records retention activities throughout the district.
8. Audits, approves and assists with purchase orders prepared by staff. Reviews and issues purchase orders for complex procurements and cooperative purchasing agreements. Researches availability of and recommends State Department of General Services contracts or competitive contracts from other educational institutions for use in purchases of these products.
9. Identify and review information regarding products availability and pricing and availability of competitive contracts for same.
10. Supervises development and delivery of purchasing training materials and on-site trainings related to purchasing procedures.
11. Supervises the maintenance of online purchasing resource pages such as bid web pages, forms, purchasing policies, contracts library, training materials library, and other web-based resources
12. Represents purchasing department at Regional and statewide meetings of community college purchasing professionals. Attends professional development related meetings, workshops and other events to stay current on public procurement code and district policies and procedures and to pursue opportunities for certifications related to purchasing profession. Mandatory participation in select professional development conferences requiring travel outside the Bay Areas.
13. Represents purchasing in districtwide finance user groups, safety committee, and emergency operations committee and others as needed.
14. Performs other related duties as assigned

### **C. Requirements**

1. Bachelor's degree in business administration or a closely related field and 2 years experience in a senior buyer position in a public agency setting or 5 + years experience as a senior buyer in a public agency setting or equivalent combination of education and experience.
2. Demonstrated professional experience in purchasing and volume buying, specification development, securing and evaluation of bids, commodity pricing methods, and discounts and selection of various supply sources. Experienced with increased responsibilities in procurement strongly preferred.
3. Knowledge of bidding and proposal processes, public contract code, and purchasing policies and procedures required.
4. Experience supervising others or leading a team of buyers.
5. Strong negotiation skills preferred.
6. Excellent interpersonal skills. Extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups, and abilities

7. Excellent oral and written communication, including demonstrated skill in giving clear and concise instructions.
  
8. Demonstrated advanced skills in composing business correspondence and other documents using Microsoft Office Suite software.

**D. Physical/Other Requirements**

This classification requires oral and written communication, ability to analyze data, logical and sequential thinking, good memory, tact, patience, creativity and the ability to work closely in team settings with others, possession of a valid California driver's license and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions, flexibility and adaptability to change, use of keyboard for extended periods of time, pushing, pulling, reaching, and moving objects of moderate weight.

**E. Knowledge, Skills & Abilities**

1. Knowledge of accepted standards of, and resources for, purchasing and materials management and professional purchasing practice and conduct
2. Knowledge of District purchasing policies and procedures
3. Knowledge of public contract code and California Education Code related to public procurement
4. Skill in written communications (including correct English usage, grammar, spelling, vocabulary, and punctuation)
5. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, web-based content management systems software and internet tools to compose business correspondence and documents, develop spreadsheets, research, enter, modify, format and present statistical, financial and other data for reports
6. Skill in the use of spreadsheet and other software instruments to analyze trends and data and to report findings
7. Skill in project management
8. Skill in training, leading, and coordinating the work of others
9. Skill in oral communication, including public and persuasive speaking
10. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups, and abilities
11. Ability to coordinate, anticipate and resolve workload issues and problems
12. Ability to strategically plan, organize, prioritize, and implement multiple-tasked projects with similar timelines and anticipated outcomes
13. Ability to multi-task and work on several different projects with similar timelines
14. Ability to understand the value of competition and exercise sound judgment to obtain the best price quote for the District in the purchase of a variety of materials, supplies, and equipment
15. Ability to work effectively as part of a dynamic customer service team which maintains a standard of excellent customer service to internal and external customers in a variety of business situations

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