

PROCUREMENT SUPERVISOR**DEFINITION**

Under direction, performs the most advanced and complex procurement and bid process duties; and provides supervision to assigned staff.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from the Purchasing Manager. This class exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Procurement Specialist series. Procurement Supervisors perform a variety of advanced and complex assignments, which require extensive technical knowledge, initiative, discretion, and judgment. Incumbents in this class provide supervision to assigned staff. This class is distinguished from Purchasing Manager in that the incumbent of the latter directs the overall operation of the Purchasing Division. It is distinguished from Senior Procurement Specialist in that the latter is the advanced working/lead level class in which incumbents do not have supervisory responsibility.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, coordinates, supervises and evaluates activities and the work of assigned staff; participates in the development and implementation of goals, policies and priorities for procurement activities and operations.

Participates in the processing of purchase orders, requisitions, bids, and contracts; solicits quotations, place and expedite orders, and maintains and keeps records.

Evaluates the work of assigned staff; administers work assignments and monitors deadlines; meets with staff to identify and resolve problems; counsels employees to correct deficiencies; recommends disciplinary actions.

Reviews and prepares formal bid evaluation processes and Requests for Proposals, including preparation of vendor matrix, scheduling meetings (including bid conferences), conduct bid/proposal openings and vendor interviews; prepares documentation of meetings and interviews; ensures compliance with solicitation requirements, policies, and procedures; analyzes bid proposals to ensure all required standards are met, and completes evaluation reports.

Prepares complex bid specifications and makes bid recommendations; reviews specifications prepared by others.

Assists City departments with procurement needs by providing information on prices, products, materials and services.

Consolidates City's needs to maximize consistent and cost effective operations; ensures purchasing practices are in compliance with legal, professional and City Charter requirements.

Maintains responsible business relations with vendors; keeps informed of new products and services, market conditions, and current prices; evaluates vendor performances.

Provides for and/or participates in staff training.

Plans and conducts bid conferences, bid/proposal openings, evaluations and awards to contractors; ensures compliance with solicitation requirements and City procurement policies.

Works with City Attorney's Office in the event of a bid protest and contract negotiations; ensures policies are legally executed.

Prepares documentation and handles appeal processes.

Administers capital project procurements.

Participates in the development and administration of the division budget.

Updates procedure manual and documents.

May make presentations before City Council.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and legal requirements of municipal procurement, including competitive bidding procedures.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Applicable federal, state and local laws, policies and procedures related to procurement requirements and public works projects, including subcontractor law, filing of errors; Disadvantaged Business Enterprises regulations; and knowledge of insurance and bonding requirements.

Current market conditions, trends and sources of supply, commodity markets, marketing practices and commodity pricing methods.

The principles of municipal budget preparation and administration.

Ability to:

Supervise, train and evaluate professional and technical personnel.

Plan and schedule procurement activities for the greatest economy, efficiency and service.

Prepare accurate and legally correct specifications and contracts.

Analyze complex problems, evaluate alternatives and make creative recommendations.

Exercise sound independent judgment within general policy guidelines.

Prepare clear and concise records, reports, correspondence and other written materials and make clear oral presentations.

Establish and maintain effective working relationships with those contacted in the course of work, including City officials, vendors and general public.

Manage multiple priorities simultaneously, and complete projects independently.

Maintain accurate records and files.

Operate modern office equipment, and a variety of word processing and software applications.

MINIMUM QUALIFICATIONS

Experience:

Three years of experience independently performing procurement and bidding activities of/for supplies, equipment and services which includes, or is supplemented by, one year of lead or supervisory work experience;

AND

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or closely related field.

Substitution:

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession and continued maintenance of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

SE:JC:CBW;jl:02/20/02
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