



## Support Services Supervisor

Department/Division:	Purchasing
Reports To:	Chief Financial Officer
Provides Direction To:	Purchasing Analyst, Support Services Specialist I & II, Facilities Maintenance Technician
FLSA Exemption Status:	Exempt
Date Prepared:	12/19/2024

### GENERAL PURPOSE

Under general direction, to plan, schedule, monitor and supervise the work of the Purchasing Division, including purchasing, inventory control, contract management, facilities, fleet and varied administrative reporting; to perform highly responsible professional purchasing work; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a supervisory-level classification for positions that supervise the daily operations, activities of a variety of functions, programs, and staff engaged in the purchasing and warehousing of materials, supplies, and equipment, ensuring safe operations and compliance with regulations relating to the storage and disposal of hazardous substances; the development and administration of bid proposals, contracts, and agreements; and researching and preparing a variety of studies and reports related to current and long-range District goals and developing recommendations/proposals to meet them.

Supervision is received from the Chief Financial Officer; supervision is exercised over professional, technical, and administrative support staff as assigned. The work of this class is complex and involves significant accountability and decision-making responsibility. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with management.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

- Plan, schedule, monitor and supervise the work of staff assigned to the Purchasing Division.
- Set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates.
- Develop Division goals, objectives and key performance indicators.
- Supervise and participate in development of bid specifications and manage all District's Requests for Bids/Proposals; receive, open and read formal bids at bid openings; analyze and evaluate bids and prepare award recommendations.
- Administer and execute contracts including verification of appropriate bonds, insurance requirements, licenses, DIR registration and recommend renewals or terminations.
- Issue and approve purchase orders; assign account numbers; supervise the preparation of purchase orders and processing of invoices for payment.

- Maintain adequate inventory of central stores items and material for use by Operations staff while minimizing shrinkage through tight inventory controls; locate sources of supply.
- Oversee the Reconciliation of inventory control records with physical inventory.
- Manage District Facilities including but not limited to A/C, Painting, Roofing, Janitorial, Flooring, Plumbing, Furniture and Office Supplies.
- Development of annual budget for procurement and general building facilities; review budget requirements for all divisions for capital equipment purchases and job supplies;
- Purchase, register, equip and maintain all District Fleet with the necessary tools and service required.
- Prepare various monthly reports for Purchasing Division.
- Provide courteous and expeditious customer service to the general public and District staff.
- Implement purchasing strategy and policies; forecast purchasing needs.
- Analyzes purchasing and warehouse procedures and modify, as necessary, to meet data processing, reporting, governmental and professionally accepted purchasing standards.
- Interview vendors; obtain written price quotations.
- Develop and maintain effective working relationships with suppliers.
- Review purchase orders, correspondence, payables, and inventory records for accuracy.
- Participate in the development, review, and modification of existing automated systems for tracking purchases, orders, and inventory.
- Keep abreast of new products, technological changes, and supply fluctuations; review new products/services and supply sources.
- Serve as a liaison for the Purchasing Division with other Departments, vendors, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Coordinate, arrange, and negotiate the disposition of Surplus property in accordance with applicable legal requirements.
- Ensure activities of assigned areas are in compliance with OSHA, AQMD, Air Resources Board, Fire Department regulations, County regulations, and other applicable regulations.
- Administer the District's radios.
- Operate District's vehicles.
- Maintain prompt and regular attendance.
- Perform other related duties as assigned.

## **QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Advanced principles of purchasing and basic purchasing sources.
- Marketing practices, pricing, methods and differentials.
- GSA or other governmental purchasing or inventory management methods and procedures.
- Proper English usage, spelling, grammar and punctuation.
- Business math.
- Advanced record keeping methods.
- General principles of supervision and training.
- Overall understanding of water operations/construction.
- Maintenance and replacement of assets.
- Audit requirements associated with the oversight of purchasing, contracting, and warehousing.
- Understanding of all AQMD and other "green" related State mandates.
- Tyler ERP Pro, Accela, PlanetBids, GPS, and other software systems.
- Intermediate proficiency with Word, Excel, and PowerPoint.
- Basic construction and building maintenance.
- Public Contract Code and Department of Industrial Relations requirements.
- Water operations and equipment, wells, piping, and meters.

### **Ability to:**

- Negotiate prices, specifications and conditions of delivery.

- Develop and explain effective purchasing procedures to District staff
- Supervise the maintenance of accurate records of materials, supplies, equipment and parts received, stored and issued.
- Delegate and oversee multiple job functions; assign priorities to various/conflicting utility activities.
- Make decisions and complete assignments.
- Think logically and analytically.
- Accurately estimate quantity requirements.
- Plan arrangement of store to physically handle a variety of materials, supplies, equipment and parts.
- Operate a computer and other office equipment.
- Prepare clear, concise and accurate reports.
- Read, understand, and apply complex materials.
- Plan and schedule work assignments, set priorities for, train, evaluate, select and recommend advancement and discipline of subordinates.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Communicate clearly, orally and in writing.
- Work independently.
- Establish and maintain effective relationships with those contacted in the course of work.
- Respond to emergency situations.
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the District and its insurance carrier.

#### **Minimum Qualifications:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Education:** Bachelor's degree in business administration, procurement, public administration or a related field;

**AND**

**Experience:** Five (5) years of progressively responsible purchasing experience with increasing responsibility in contracting and project management. Two (2) of those years in a supervisory or management capacity is highly desired.

#### **Licenses, Certificates, Special Requirements**

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

#### **Desirable Licenses/Certifications:**

Possession of a Certified Purchasing Manager (C.P.M), Accredited Purchasing Practitioner (A.P.P.) or C.P.P.B. / C.P.P.O. Certificate (Certified Public Purchasing Buyer/Certified Public Purchasing Officer) is highly desired.

Forklift Certification is required.

#### **PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Physical Demands**

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodation for physical or mental disabilities will be considered on a case-by-case basis.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT***