

PURCHASING AND WAREHOUSE MANAGER

DEFINITION

To plan, organize, direct and coordinate assigned operations within the Purchasing and Warehouse Division of the Central Services Department; carry out competitive bid procedures and negotiate purchases; buy supplies, materials, equipment, and non-professional services; oversee copying, mail, and courier functions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex staff assistance to the Central Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Central Services Director.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement the division goals and objectives; recommend and administer policies and procedures.

Coordinate division activities with other City divisions, departments and outside agencies and organizations to ensure effective delivery of services; provide staff assistance to the City Manager and City Council.

Direct, oversee and participate in the creation of the division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Oversee major purchases/contracts requiring formal and informal bidding and administration of annual service contracts; negotiate and resolve significant and controversial issues; ensure that all procurements meet legal and professional standards by enforcing pertinent codes, policies, and regulations, and professional business ethics.

Develop, implement, monitor, and evaluate the effectiveness of policies and procedures for and concerning competitive bids and/or negotiated purchase of supplies and non-professional services, City debit cards, Central Stores ordering, surplus property disposition, central high-volume copy/print shop, and interoffice and mail services.

Review and approve purchases/contracts up to approved limits and make recommendations to City Council for awards of purchases/contracts beyond approved limits.

Prepare the Purchasing & Warehouse Division's budget; assist in budget implementation; participate in forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the division and department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research, prepare and present technical and administrative reports and studies; prepare written correspondence as necessary.

Keep current on new products, technological changes, and supply functions; new trends and innovations in the field of purchasing and contract administration.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public agency procurement, receiving and warehousing.

Materials, supplies and equipment used by public agencies.

Procedures for developing bid specifications and awarding contracts for public agencies.

U.S. Postal Services regulations for processing of high-volume mail.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, direct and control the administration and operations of the Purchasing and Warehouse Division; develop procurement procedures and programs that will result in the most efficient use of City funds.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff report and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a government or commercial purchasing or materials management operation including developing bid specifications, contract writing, and contract administration with two years of supervisory responsibility.

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AND

Training:

A Bachelor's degree from an accredited college or university with major course work in materials management, business or public administration, economics, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

12-14-13 Purchasing & Warehouse Manager