

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Purchasing Supervisor
Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1700
Original Date: 04/1991
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Exempt
Salary Level: I

DEFINITION

Under the direction of the Purchasing and Contracts Manager or assigned supervisor or manager, plan, organize, coordinate, and direct a districtwide purchasing program, including functions of commodity assignment; bid processing; contract negotiations; contract review and approval; dispute resolution; small business development; Board presentations; site/program consultation; computer systems administration; supervision of professional, technical, and clerical staff; and acting for department manager as necessary.

EXAMPLE OF DUTIES

1. Plan, organize, coordinate, research, evaluate, audit, and direct assigned functions and staff. Perform purchasing duties to assist and guide purchasing staff.
2. Regularly assume full responsibility of Purchasing and Contracts Manager with full signature authority in manager's absence or as needed.
3. Supervise the performance of assigned professional, technical, and clerical personnel; plan, organize, schedule, assign, and review work.
4. Coordinate, supervise, or perform complex contract negotiations, administration, and terminations, including dispute resolution through the courts.
5. Supervise bid processing and procedures, ensuring legal compliance and functional efficiency. Coordinate, audit, and evaluate purchasing operations, systems, and procedures; make recommendations as appropriate.
6. Coordinate and administer the Small Business Development Program.
7. Assist campus business managers and deans with difficult or complex purchasing problems; advise on procedural matters and interpret policies and statutes.
8. Represent the District and the Purchasing and Contracts Department to the Board of Trustees, County of San Diego Department of Education, State Chancellor's Office, and professional organizations.
9. Actively participate in the design, development, implementation, and on-going operation and utilization of the District Purchasing Procurement Subsystem (PPS); analyze system functionality and propose system improvements. Audit and edit data input. Setup and maintain system security.
10. Develop and maintain districtwide product standards and publications; coordinate and develop responses to Board and Chancellor's Cabinet assignments; prepare responses and reports for State and federal agencies.
11. Train and evaluate professional staff; coordinate hiring of staff. Produce training materials; provide system training to staff.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code and San Diego Public Works.
- Computer information systems concepts, operations, and capabilities.
- District organization, operations, policies, and objectives.
- Legal and administrative tax laws.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Organization and structure of local, State, and federal government.
- Practices of contract negotiations and dispute resolution.
- Principles and practices of administration, supervision, and training.
- Principles and practices of contracting, procurement, and financing.
- Principles and trends of manufacturing and production.
- Principles of business communication and report writing.
- Principles of cost/benefit analysis, product evaluation, and research methodologies.
- Statutes and case law involving business, contracts, education, and related subjects.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze legislation and project impact on the District.
- Analyze and determine instructional needs as they pertain to purchasing.
- Communicate effectively both orally and in writing.
- Compile data and prepare reports.
- Develop financial strategies.
- Establish and maintain effective working relationships with others.
- Evaluate sensitive situations and adopt an appropriate course of action.
- Meet schedules and timelines.
- Negotiate agreements.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Prepare and deliver oral presentations.
- Read, interpret, and apply research findings.
- Serve as district spokesperson and representative for assigned functions.
- Technical writing and process evaluation.
- Train, evaluate, and supervise assigned staff.
- Understand, communicate, and write contract language.
- Work cooperatively with district staff and faculty.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: a Bachelors degree and a minimum of five years of progressively responsible demonstrated purchasing experience in an educational or other related public sector environment, including at least two years in a lead or supervisory capacity.

License:

- Valid California driver's license.
- National certification as CPM is desirable.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.