

City of Fort Worth, Texas Job Description

Classification Title	Purchasing Supervisor		
Job Code:	PR2151	Job Family:	Professional
Pay Grade	611	Date Reviewed:	07/16/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinate the services and activities of a comprehensive purchasing program. Reviews contracts, request for goods and services and procurement card activity, coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to higher level supervisory or management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates the organization, staffing, services and activities of a comprehensive purchasing program.
3. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of purchasing program, delivery methods and procedures; and works with employees on the continuous improvement of purchasing program services.
6. Reviews specifications; develops and solicit bids; reviews and makes recommendations on contract award; and conducts formal bid opening, as designated.
7. Provides assistance to other department staff in purchasing policies and procedures and developing specifications and requests for proposals.
8. Evaluates new services or products offered to the City by vendors and suppliers; and makes recommendations on purchase for specific areas.

9. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
10. Provides staff assistance to higher level supervisory or management; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Coordinates purchasing activities with those of other divisions and outside agencies and organizations. Maintains contact with internal customers, vendors and other municipalities; provides various agreements information to external customers; corresponds with potential vendors; and assists internal customers on processes and purchasing system issues.
12. Attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of purchasing.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of a comprehensive purchasing program.
 - Modern and complex principles, practices, methods and techniques of purchasing.
 - Methods and techniques of negotiating with vendors and suppliers.
 - Methods and techniques of supervising purchasing operations.
 - Principles and practice of purchasing and contract administration in assigned area.
 - Contract management and auditing.
 - Methods and techniques of negotiating and evaluating purchased services.
 - Market trends and conditions.
 - Principles of budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - City's purchasing policies and procedures.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Customer service.
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Public speaking.

- Report analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Implement services and activities of a comprehensive purchasing program.
 - Supervise, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Recommend and implement goals and objectives for providing effective purchasing services.
 - Perform purchasing or technical specification writing activities.
 - Evaluate the quality and price of products to judge suitability of goods and alternatives offered.
 - Develop new sources of supply. Apply purchasing principles and practices.
 - Negotiate with vendors and suppliers.
 - Prepare and maintain detailed and accurate purchasing records.
 - Interpret and explain City purchasing and inventory policies and procedures.
 - Prepare clear and concise reports.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in business administration, economics, accounting or a related field and four years of responsible purchasing or materials management experience, including one year of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.