

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Supervising Buyer	Job Family: 2
General Classification: Professional	Job Grade: 26

Definition: To perform complex and technical duties in the procurement of goods, services, and supplies required by City departments; plan, organize, and supervise the activities of the warehouse.

Distinguishing Characteristics: This is a first-line supervisory position in the Purchasing and Support Services Division of the Finance and Administrative Services Department. Under general direction from the Purchasing and Support Services Manager, exercises direct supervision over assigned professional and clerical personnel in the operation of the City's centralized purchasing system and the City's supplies at the central warehouse. The incumbent performs complex and technical duties in the procurement of goods, services, and supplies for City departments, including the development of solicitations for goods and services, control of the supplies inventory, and disposal of surplus items.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Directs, assigns, trains, reviews, and evaluates the activities of professional and support staff assigned to the City's centralized purchasing and warehouse functions.
2. Processes requisitions in response to requests from all City departments and projects; consults with user departments in developing complex and detailed specifications and contracts.
3. Prepares a variety of formal and informal solicitations and specifications for complex, technical, or large-scale purchases.
4. Manages the City's eProcurement system.
5. Conducts open and fair solicitations; confers with internal customers to develop solicitations; reviews, analyzes, and performs due diligence on responses received; recommends award; processes and prepares purchase requisitions, contracts, and other documents; and provides follow-up with vendors and internal customers, as needed.
6. Analyzes, edits, and maintains current specifications for the purchase of a wide variety of commodities and services needed within the City.

7. Communicates with vendors, obtains samples and literature from potential suppliers, and negotiates with vendors to ensure that the City secures the maximum quality of products and services at the right price and right time. Performs outreach and training for vendors regarding conducting business with the City.
8. Prepares correspondence and reports related to purchasing; explains purchasing policies and procedures to potential vendors and City staff; obtains comparative data regarding price, quality, quantity, and availability of materials, supplies, and equipment.
9. Works with Accounting and user-department staff to reconcile invoices and billing/payment issues.
10. Processes Open and Blanket Purchase Orders and works with Accounting to ensure purchases remain within the approved amount. Reviews annual spending and provides updated annual list of Open Purchase Orders to departments.
11. Monitors developments in the purchasing field and recommends improvements to internal policies and procedures.
12. Maintains a variety of records and reports pertaining to purchases; ensures distribution of purchase orders to appropriate vendors and obtains verification of goods and services received.
13. Acts in the capacity of Purchasing Agent in the absence of the Purchasing and Support Services Manager for the purpose of executing purchase orders and assumes responsibility for other activities in order to ensure expeditious processing of purchasing requests.
14. Manages the organization of materials in the warehouse to achieve maximum efficiency of inventory levels, operation and optimum utilization of space; develops and maintains a system for storing, controlling, and disposing of supplies and materials.
15. Performs the organization, coordination, and completion of the annual physical inventory for the central warehouse.
16. Supports the activities of the division, including compliance with performance measures, reviewing reports in the City's financial system, and providing outreach and training to City staff.
17. Coordinates the City's efforts in participation of cooperative purchases with other governmental agencies and ensures compliance with City policies.
18. Assists with administration of the City's Procurement Card program. Ensures compliance with City policies and provides training to City staff.

Minimum Qualifications:

Knowledge of: Supervisory and management principles and practices; standard principles and practices of effective purchasing; methods and practices used in competitive bidding; accounting and bookkeeping systems; modern office procedures, methods, and equipment; English usage, spelling, grammar, and punctuation; standard business mathematics; applicable City ordinances and codes related to purchasing practices; practices and policies of the Purchasing Division; relevant Federal and State codes and requirements, current market conditions and sources of supplies and services; characteristics and quantities of services, supplies, equipment, and materials required by the City; and warehouse inventory control.

Ability to: Operate standard office equipment, including a 10-key calculator, computer, and related software applications; communicate clearly and concisely, both orally and in writing; follow oral and written instructions in an independent manner; establish and maintain effective working relationships with those contacted in the course of work; prepare technical specifications; interpret and apply City purchasing policies and procedures; evaluate and award bids within level of established authority; identify and procure appropriate types and quantities of services, supplies, equipment, and materials required by the City; perform the full range of assigned buying duties; and supervise, train, and evaluate assigned staff in the operations of the City's day-to-day purchasing functions and systems. May lift when working in the warehouse in the absence of the Stores Buyer and Warehouse Worker.

Experience and Training Guidelines: Combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible experience performing buying activities. A Bachelor's degree from an accredited college or university with major course work in Purchasing, Business Administration, Public Administration, or a closely related field. One year of supervisory experience, college course work in supervisory management, or completion of the City's supervisory training course is highly desirable.

Required Licenses or Certificates: Possession of a valid Class C California driver's license. Possession of a Certified Public Procurement Buyer (CPPB) certification or equivalent is highly desirable.

Established: October 1996

Revised: July 2022

HRD/CLASS SPECS
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