

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Contract & Purchasing Supervisor  
**ALLOCATION:** Administrative Services  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** December 2009  
**REVISED:** November 2023

### **JOB SUMMARY:**

Under general supervision, supervises the day-to-day operation of the County's contract, purchasing and fleet services program activities; assists in the development and implementation of County contract and purchasing programs and procedures; trains County-wide users on contract and purchasing procedures; performs purchasing services; coordinates and administers programs for the acquisition, utilization, maintenance, repair and replacement of County vehicles; supervises, trains, and evaluates fiscal and administrative staff; and performs other duties as assigned.

This is a single supervisory level professional classification.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Administrative Services Financial Manager. This class is distinguished from the Administrative Services Financial Manager in that the latter provides critical fiscal analysis and makes recommendations and projections regarding complex budgetary and fiscal issues and the potential impacts to the Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Coordinates activities involved with the procurement of commodities, services and advertising; performs procurement planning, solicitation, and evaluation of proposals; advises County departments on purchase methods and alternate products and recommends substitutes; assists departments by preparing specifications of items to be bid.
- Plans, organizes, and supervises the fleet services program activities related to the acquisition, repair, maintenance, inspection, inventory and assignment services for County departments.
- Plans, prioritizes, assigns, trains, and reviews the work of assigned staff on a daily basis; organizes work, sets priorities and follows up to ensure timely completion; evaluates staff's job performance and prepares documents for performance evaluations, disciplinary actions and other personnel matters; counsels employees as required.
- Solicits quotations and bids; analyzes proposals and bids; prepares contract prices, terms and conditions.
- Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability production and distribution capabilities, and the supplier's reputation and history.
- Negotiates, re-negotiates and administers fixed-price, cost-type, or incentive-type contracts; negotiates contract terms and conditions; recommends contract awards.
- Reviews contracts to ensure compliance with County ordinances, laws and policies.
- Acts as liaison between the County and private industry concerning purchasing and fleet services activities; deals with vendors, County staff, industry and other public agencies on purchasing activities.
- Assists in the development of policies and procedures for the County's contract and purchasing program and the fleet services programs; identifies operational problems and formulates appropriate solutions.
- Develops and implements training programs for County personnel concerning procurement planning, contract administration and fleet services operations; acquaints County departments and vendors with purchasing policies and procedures of the County; gives presentations, workshops and related training as needed.
- Conducts utilization studies and evaluates the condition of the County-wide fleet services program on an ongoing basis; oversees the selling or disposal of used County vehicles.
- Administers the purchasing card program.
- Assists in the development and preparation of the vehicle acquisition budget (Automotive Services Fund).
- Inspects vehicles to ensure compliance with established laws, ordinances, regulations, policies and procedures, safety protocols and rules, and established standards of service; directs activities to ensure County vehicles are maintained in a safe and proper operating condition.
- Sells, by formal bid or public auction, surplus County property; consults with legal counsel regarding a variety of purchasing issues and concerns related to surplus property.

- Monitors and follows applicable laws and regulations, including, but not limited to, the California State Purchasing and Contracts Code and the County Purchasing and Contract Policy Manual; complies with laws, regulations and professional practices governing public purchasing program services and operations.
- Oversees the County fleet tracking and rental system, including automated record-keeping and billing functions; assists with the processing of insurance claims involving County vehicles.
- Receives, inventories, stores and ships goods; maintains accurate inventory records; prepares related reports and correspondence.
- Assists in resolving procurement related issues; follows up on outstanding purchase orders; resolves problems concerning delivery delay, damaged goods, incorrect merchandise/equipment or problems in billing and payment.
- Provides responsive, high-quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Approves and updates purchasing requisitions and purchase orders in the County's ERP system.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a county motor vehicle.
- Heavy use of a personal computer in the performance of assignments using relevant applications.
- Attends and conducts a variety of meetings as assigned; limited day travel.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of employee supervision, including selection, planning and assigning work, performance review and evaluation and employee training and discipline.
- Contracting laws, provisions of the California Public Contract Code, Government Code, Uniform Commercial Code and the American Bar Association's Model Procurement Code for state and local government and other laws and regulations pertaining to the solicitation of bids/proposals, evaluation of offers, negotiations and awarding of contracts.
- Activities and operations related to the procurement, operation, maintenance and repair of County vehicles.
- Elements of cost and price analysis principles and techniques.
- Bid preparation, solicitation, award and evaluation to assure economics of price, standardization of specification, competitive bidding, contract negotiations, and penalty procedures for noncompliance.
- Principles and practices of contract negotiation and administration.
- Accounting and budgeting practices and procedures, as they relate to government purchasing.
- Statistical analysis and market research techniques including current market conditions and prices on various types of materials, supplies, equipment and other commodity items, sources of supply/services.
- Inventory standards and controls.
- Quality control and value analysis techniques in evaluating vendor capacity, capability and performance.
- Modern office procedures and computer equipment.

**Skill in:**

- Reading, understanding, interpreting, explaining, applying and training others in technical policies and procedures related to the work.
- Analyzing requisitions and preparing product specifications and contracts.
- Preparing request for proposals and invitation of bids.
- Evaluating proposals/bids and making recommendations for awards impartially and objectively.
- Negotiating and preparing contract documents.
- Monitoring, evaluating and determining priority of vehicle maintenance.
- Researching regulations, procedures and/or technical reference materials.
- Collecting and analyzing data to draw logical conclusions and making appropriate recommendations.
- Identifying and resolving operational problems.
- Explaining, interpreting and applying County and department policies, procedures, rules and regulations.
- Providing technical consultation to County departments on procurement issues.
- Preparing written reports and maintaining accurate inventory records.
- Establishing and maintaining effective working relationships with departmental officials, employees, sales representatives and the public.

**Ability to:**

- Plan, organize, supervise, review, assess and evaluate the work of others including delegating tasks and authority as appropriate.
- Work independently and under pressure to manage multiple concurrent tasks.
- Effectively deal with changing priorities while maintaining personal effectiveness.
- Make decisions and independent judgments while recognizing and respecting the limits of authority and responsibility.
- Analyze situations accurately and develop an effective course of action.
- Negotiate with vendors and suppliers to secure optimal prices, schedules and quality goods and services.
- Use patience, tact and courtesy.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare clear and concise written correspondence and reports.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Mobility to drive a motor vehicle to attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a standard office environment; occasional warehouse/stockroom environment.
- May be required to work extended hours.
- May be required to attend meetings outside of normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

**Special Requirements:**

- Must successfully complete a background investigation which may include Live Scan fingerprinting and credit check prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, Purchasing, Economics or a related field and three years of responsible buying experience and purchasing a variety of commodities and services in a highly regulated industry or public agency. *Candidates with strong experience who lack the degree are encouraged to apply. Relevant experience may be substituted for the required education on a year-for-year basis.*

**PREFERRED:** In addition to the minimum, an additional five years of progressively responsible lead or supervisory experience developing purchasing documents and/or contracting at the journey level in a highly regulated industry or public agency.

**Licenses and Certification:**

- Possess and maintain a professional procurement certification through the Institute for Supply Management as an Accredited Purchasing Practitioner (APP), Associate Professional in Supply Management (APSM), or Certified Professional in Supply Management (CPSM), or the National Institute for Governmental Purchasing as a Certified Public Purchasing Officer (CPPO) or Certified Public Purchasing Buyer (CPPB).

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval: Department Head  
Date:

Signature: \_\_\_\_\_

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_