

## **CITY OF SALINAS**

### **PURCHASING OFFICER**

#### **BARGAINING UNIT/CLASS CODE:**

**AMPS / H17**

#### **DEFINITION**

To plan, organize, supervise and administer the functions and services of the Purchasing Section including the procurement and centralized storage of supplies, materials and equipment.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance Director. Exercises direct and indirect supervision over lower level technical and clerical purchasing, and stores personnel.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Assist in the development and implementation of goals, objectives, policies and priorities. Plan, organize, and direct municipal purchasing and central stores services. Review major purchase requisitions; approve requisitions in conformity with established procedures; make major equipment purchases requiring formal bids. Review departmental requisitions of propriety, source, and cost; approve or reject requisition; sign all purchase orders. Review all departmental requests for equipment included in Annual Operating Budget and 6-year Capital Improvement Program. Supervise inventory control and records system. Prepare recapitulation of formal bids received for presentation to City Council. Coordinate delivery of major orders of materials and supplies. Supervise and participate in development of bid specifications; review, open and publicly read bids, analyze bids and make recommendations on major purchases. Coordinate with the State of California on cooperative purchasing programs. Prepare periodic reports. Establish and interpret policies and procedures related to purchasing and central stores services. Confer with municipal officials regarding purchasing activities such as development of specification and standardization. Administer the City's standardization program. Coordinate purchasing and central stores with other City departments, divisions and sections and with outside agencies. Supervise the preparation of surplus or obsolete items for City sale, auction or disposition. Negotiate service agreements and equipment leases. Administer the City's communications systems; evaluate communication problems and recommend solutions. Supervise, train, and evaluate subordinate staff. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS  
PURCHASING OFFICER (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of purchasing, procurement, and financial controls. Relevant City codes and ordinances. Fundamental product information relating to materials, supplies, and equipment used in local government. Competitive bidding and legal requirements. Federal, State and municipal purchasing laws and procedures. Filing and record keeping systems and procedures. Storekeeping and warehousing methods and practice including inventory control procedures. Computer and automated purchasing systems. Principles and practices of organization, administration, budget and personnel management.

**Ability to:**

Supervise, train, and evaluate technical and clerical staff members. Communicate effectively, both orally and in writing. Analyze, evaluate, and modify purchasing methods and procedures. Prepare concise and accurate records and reports. Interpret and explain City purchasing and central stores service policies and procedures. Establish and maintain effective working relationships.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to two years of college level courses in business administration or a related course of study and six years of journey level experience in purchasing and expediting a wide variety of materials, supplies and equipment which has included developing formal specifications and sources of supply; at least two years of experience should be at a full supervisory level.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 8-05**