

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: PURCHASING SUPERVISOR (Job Code 741).**

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#### **GENERAL STATEMENT OF JOB**

Under general supervision of the Purchasing Manager performs highly responsible professional and supervisory work involved in procurement, contracts and Bid/RFP/RLI/RFQ solicitations. Incumbent acts as the first-line supervisor for the Purchasing Division, including all day-to-day activities of the buying and clerical staff. Position acts as backup to the Purchasing Manager as required.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff; handles employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits and trains staff.

Assists Purchasing Manager with work assignments and the scheduling of Purchasing Division staff, including meetings, training sessions, etc.

Coordinates and supervises the purchasing functions for the Finance Department including the monitoring or assigning Purchasing Division staff members to monitor stock levels for forms, consumables and operating supplies.

Has dual responsibility with the Accounting Supervisor of the Finance Department for the administration of the City's Procurement Card Program.

Performs the Purchasing review of incoming requisitions to ascertain whether or not they comply with applicable rules, procedures, and governing laws. Determines whether individual requisitions can be approved or rejected pending additional required documentation or processes.

Reviews requests for payment of invoices being submitted for processing by departments. Approves or rejects the payment process before it is submitted to the Accounting Division of Finance or returned to the requesting department for additional action.

Works directly with department directors and key supervisory personnel in City departments as required on a day-to-day basis to assist with Purchasing Division-related activities and to ensure that purchasing guidelines are followed.

Prepares bid tabulations, evaluation reports and assists the Purchasing Manager with agenda reports.

Places orders or directs the ordering for low or depleted stock of forms, consumables and operating supplies.

Assists departments in drafting specifications and solicits formal bids and RFPs on all purchases over the threshold amount for formal bidding.

Procures professional services in accordance with Florida State Statute, Chapter 287.055, Consultants

**City of Margate, Florida • Purchasing Supervisor**

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Competitive Negotiation Act (CCNA) via the RLI and RFQ Processes.

Coordinates, conducts and records Selection and Evaluation Committees in accordance with CCNA and RFP requirements.

Coordinates, conducts and records pre-bid and pre-proposal conferences as required.

Makes final decision on selection of suppliers based on professional experience such as; interviewing sales vendors, evaluation of delivery information and prices, visits to vendor facilities, and ability to resolve problems of shortages and improper orders.

Maintains records of purchases and contracts in order to optimize opportunities for improved sources, prices and terms, relative to changing economic times.

Assists Purchasing Manager with the disposition of surplus property, scrap material, and surplus or obsolete equipment.

Personally oversees the disposition of surplus property via on-line auctions, on-site public auctions or other methods approved by the City; and supervises the activities and personnel involved with all on-site surplus auctions.

Manages Purchasing Division activities and staff in the absence of the Purchasing Manager and attends staff and other meetings that would normally be attended by the Purchasing Manager during such absences.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.

Assists Purchasing Manager with Purchasing related Public Records Requests.

Assists Purchasing Manager with approval of Purchasing related Commission agenda items.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor Degree in Business or closely related field supplemented by a minimum of three (3) years' experience in the specific area of Purchasing, or a High School diploma supplemented by minimum seven (7) years' work experience, with a CPPB or CPPO certification desirable.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations. Requires the ability to comprehend and utilize industry-specific terminology, i.e. engineering, legal, accounting.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of laws and regulations which govern public purchasing, particularly federal, state statutes and local ordinances.

Knowledge of the methods and procedures used in preparing bid specifications, requests for proposals, letters of interest, and other purchasing principles, practices, and procedures.

Knowledge of report and recordkeeping principles and techniques.

Knowledge of filing principles and methods.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in contract negotiations and cost analysis.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date