

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Purchasing Supervisor	Reports To:	Finance Manager
Salary Range:	B49	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Supervisor
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To plan, organize, direct and supervise purchasing, inventory control, and stores operations within the Finance Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised

Receives general direction from the Finance Manager.

Exercises direct supervision over assigned professional and technical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for purchasing, inventory control, and stores activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in purchasing, inventory control, and stores activities.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, supplies, and services; monitor and control expenditure; monitor District-wide budget controls for operations and maintenance and capital asset purchases.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Prepare or assist in the preparation of specifications for formal requests for proposals or bids; conduct bid openings; analyze bids and make recommendations regarding awards; negotiate long-term contracts, leases, and lease purchase agreements.
7. Confer with District staff and manufacturers' representatives, vendors, and contractors regarding District purchasing procedures and policies; consult with departments to determine purchasing needs; advise departments about current product development, equipment specifications, substitute materials, and cost issues related to quantities and timing of purchases.

8. Initiate purchase orders, requests for quotations, bids, and related documents for the purchase of a variety of equipment, materials, supplies, and services; expedite the delivery of purchased materials and make necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies.
9. Arrange and approve purchase requisitions, purchase orders, claims, invoices and contracts for conformance to District policies.
10. Arrange and supervise the disposal of surplus materials and equipment in accordance with District policies.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints, grievances or claims.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of purchasing, inventory control, and stores warehousing.
- Equipment, tools and materials used in a water delivery system.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct purchasing, inventory, and stores operations/activities.
- Interpret and explain pertinent District and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.

Responsibility to:

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.

- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in volume purchasing of general and specialized items with emphasis on inventory control and materials storage; including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, public administration or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe performance and evaluate staff; handle conflict.