

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 232**

**PURCHASING SUPERVISOR**

**GENERAL**

Highly responsible technical and supervisory work involved in procurement, contracts and bid solicitation. Work is performed under general supervision of the Department Director.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises the Purchasing Division staff and coordinates the purchasing function with Central Stores inventories.
- Procures materials, supplies, capital equipment and contract services according to established practices of cost containment and quality.
- Approves all purchase contracts up to determined limit. Assists departments in drafting specifications and solicits bids on all purchases over determined limit.
- Makes final decision on selection of suppliers based on the experience of interviewing sales vendors, delivery dates 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, distribution of business, prices and terms relative to changing economic conditions.
- Disposes of surplus inventories, scrap material and surplus or obsolete equipment.
- Assists General Services Director and all departments in developing and maintaining commodity standards for purchases. Serves in the absence of the Director.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of purchasing management as related to the principles and practices of public purchasing administration and procurement.
- Knowledge of current methods and techniques utilized in contract development and administration and in cost/benefit analysis.
- Knowledge of the standards, special procurement methods and of the recording practices involved in a large scale purchasing operation.
- Knowledge of the fundamentals of contract and commercial laws, regulations and procedures as related to procurement.
- Ability to assist in the administration of a large central purchasing agency.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to assist in planning, directing and coordinating the work of subordinates.
- Ability to assist in solving highly complex procurement transactions.
- Ability to interact effectively with the public and communicate effectively orally and in writing.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree from a four-year accredited college or university in Business or Public Administration or a related field. Extensive experience in public purchasing, of which some experience must have been in a supervisory capacity. Experienced in the use of computerized purchasing system. Prefer CPPO, C.P.M., or CPPB certification.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, and pulling. Sedentary position with the ability to see, read, talk, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev. 3/15**

**Bargaining Unit: Non-Bargaining**

**FLSA: Exempt**

**Classification: 30/50**

**Location: Purchasing**

**GERS: Regular Class**