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**JOB DESCRIPTION**

**purchasing SUPERVISOR**

Under the supervision of the budget analyst, the purchasing supervisor shall be responsible to:

1. Provide supervision, direction, training and performance evaluations of the purchasing specialists and warehouse specialist.
2. Ensure purchasing processes are followed in accordance with CDR’s procurement policies, procedures, and priorities.
3. Participate in the development and implementation of the purchasing department goals, objectives, policies, and priorities, and provide recommendations on the efficient use of purchasing resources.
4. Assist with CDR’s capital assets inventory. Tagging items to the appropriate division, assisting in tracking and monitoring, and movement of capital assets. Participate in the disposition of surplus and/or obsolete assets.
5. Develop and prepare contracts as assigned. Process paperwork and forms. Resolve discrepancies and problems regarding timing, price, and delivery schedule.
6. Prepare a wide variety of written materials (e.g. Contracts for services, bids, memos, letters, etc.) for the purpose of documenting activities, providing written references, and/or conveying information.
7. Prepare formal requests for quotations/proposals. Perform bid response analysis and recommend awarding of business. Negotiate and procures capital equipment as required.
8. Monitor the electronic requisition (e-req) system and follow up with outstanding e-req’s. Communicate with e-req originator and approvers with regular status updates.
9. Ensure purchase requisitions are approved and accurately processed in a timely manner.
10. Ensure purchase orders (POs) have correct pricing, codes, appropriate delivery date and required signatures.
11. Ensure all phases of the purchase order process are completed, including ensuring that proper documentation, approvals, and authorized purchasing levels are uniformly maintained.
12. Encumber PO within accounting system after PO is approved and order is placed.
13. Forward approved PO to the accounts payable department, warehouse for receiving, and distribute copies to appropriate personnel.
14. Accurately maintain and update purchase order files, purchasing logs, and vendor library.
15. Establish and maintain vendor contact to assure prompt resolution of errors, receipt or payments, status of order, cost increases, and any other related matters.
16. Assist accounts payable staff in resolving invoice issues as necessary.
17. Continually research for current and potential vendors to determine the best value for CDR.
18. Assist CDR staff with purchasing needs.
19. Arrange and secure organization travel.
20. Maintain a variety of documentation, files, and records related to assigned activities and personnel.
21. Conduct regular and periodic reconciliations of purchasing file with finance department, vendor files, and requisitioners.
22. Assume warehouse functions as required.
23. Other duties as assigned.

**EMPLOYMENT STANDARDS**

**Required Education and Experience:**

* Minimum of an \*associate degree in purchasing, procurement, business, contract management, or other closely related field.
* Minimum five years’ recent experience in purchasing, procurement or similar highly responsible position which included procurement of a variety of general and specialized items and/or services for a large company or corporation.

**\*Alternate Qualifications:** *Three additional years’ related experience along with a purchasing, procurement, buyer, or related certificate from an accredited institution may substitute for the associate degree.*

**Preferred Criteria**: Bachelor’s degree in related field. Supervisory experience.

**Knowledge and Abilities:** Knowledge of purchasing procedures, terminology, principles, and practices and standard procurement code of ethics. Knowledge of competitive bidding process, preparation and evaluation. Must possess good data entry skills and be proficient with Excel and Word. Ability to maintain an effective physical and computerized record keeping system. Ability to effectively supervise and train staff and evaluate their performance. Ability to maintain effective and professional relationships with supervisor, vendors, direct reports, and all staff. Ability to manage multiple tasks with constant interruptions.

**Physical Abilities:** Ability to safely lift boxes/items for short distances weighing up to 30 lbs. Physical ability to bend, walk, and drive own or company automobile. Ability to effectively use hands and fingers in the use of equipment, computers, and moving boxes and other items.

**License or Other Requirements:** Must have access to a dependable auto with appropriate insurance coverage and possess and maintain a current valid California driver’s license. Must submit to a job-pertinent, agency-paid, pre-employment physical examination. Employment is conditional pending satisfactory results of physical examination.