

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Purchasing and Support Services Manager	Job Family: 2
General Classification: Management	Job Grade: 41

Definition: To manage and direct the Purchasing and Support Services activities for the City as part of the Finance and Administrative Services Department. Plans, organizes, and directs the procurement of goods, services, and equipment required by the City; manages the City warehouse and inventory; disposes of all surplus property; provides inventory control for all warehoused items; provides supervision and training to the staff; and plans, coordinates, and manages the areas of centralized document processing, reprographics, mail services, and City Hall operations, including security.

Distinguishing Characteristics: Receiving general direction from the Finance and Administrative Services Director or Assistant Finance and Administrative Services Director, this single position classification exercises managerial responsibility over assigned areas; and provides direct and indirect supervision over clerical, technical, and supervisory personnel. The Purchasing and Support Services Manager functions as the Purchasing Agent for the City.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Participate in the development of the work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
2. Develop and implement goals, objectives, policies, and procedures.
3. Direct and participate in the Citywide centralized ordering of supplies, equipment, and services from appropriate sources; and ensure all purchases are made in accordance with applicable City policies.
4. Initiate and direct processing of purchase requisitions from City departments by issuance of requests for proposals or bids; approve and sign purchase orders and contracts; and ensure that completion of approval cycle is achieved in a minimum amount of time.
5. Manage levels of service for centralized document processing, reprographics, mail services, and provide general building administration at City Hall, including security and maintenance.

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6. Maintain budget and cost controls pertaining to purchasing; obtain sources and bids; authorize purchases for goods and services; and prepare reports for City Council action as required.
7. Maintain contact with a wide variety of vendors, as required by departmental and project purchasing needs; negotiate with vendors when applicable and ensure the City obtains competitive pricing for quality products and services.
8. Direct warehouse inventory and be responsible for all surplus and proper disposal of property in accordance with City guidelines.
9. Assist in development, coordination, and implementation of purchasing policies, procedures, and systems for the City; periodically conduct analyses of the City's purchasing systems to facilitate an efficient, expeditious purchasing process.
10. Develop sources of supply and services; meet with vendor representatives; assist in the development and enhancement of technical specifications; when appropriate, assist departments and negotiate a resolution with vendors when goods or services delivered do not meet the requirements or deliverables of contract; and provide other professional purchasing directions as required by the City.
11. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement disciplinary procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the division.
12. Conduct studies of market trends and City purchasing workload trends; prepare reports on purchasing activities.
13. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of effective purchasing; applicable State laws, City Charter sections and ordinances related to purchasing practices; working knowledge of the Uniform Commercial Code and Common Law; characteristics and quantities of the goods, services, supplies, materials, and equipment required by the City; principles and practices of effective application and use of technology and Internet resources to purchasing practices; current technology available for the improved delivery of government services; modern

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office procedures, methods, and computer equipment; security and reprographics systems; principles and practices of supervision, training, and personnel management; warehousing methods and practices, including inventory control procedures; principles and practices of organization, administration, and budget; standard business mathematics.

Ability to: Evaluate goods, services, supplies, materials, and equipment required by the City; prepare request for proposals; identify and compile bids from vendors and service suppliers; develop, establish, and evaluate purchasing practices and procedures; negotiate effectively with vendors; develop and operate effective computerized recordkeeping systems to enhance purchasing operations; prepare timely and informative reports; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; communicate effectively, both orally and in writing; interpret and explain City purchasing policies and procedures; identify and procure appropriate types and quantities of services, supplies, equipment, and materials required by the City; train, supervise, and evaluate assigned personnel; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Graduation from an accredited college or university with a bachelor's degree and major course work in public administration, business administration, or a related field; and five years of management experience requiring increasing responsibilities for purchasing/procurement and contract management functions, including two years in a supervisory or managerial capacity.

Required Licenses or Certificates: Possession of a valid California Class C Driver License. Designation as a Certified Purchasing Manager (CPM) is desirable.

Established: September 2005

Revised: August 2016

HRD/CLASS SPECS

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