

JOB TITLE:	<b>PURCHASING OFFICER</b>	DIVISION:	<b>DISTRICT – PROCUREMENT</b>
REPORTS TO:	<b>DIRECTOR OF PROCUREMENT</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*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.*

### Position Summary

Under the general direction of the Director of Procurement, this position is responsible for managing District-wide purchasing activities to ensure efficiency and cost effective procurement practices. Leads, trains, develops and supervises professional procurement staff and support staff. Oversees the solicitation and award process for the procurement of capital equipment, goods and supplies needed by the District to include evaluation, negotiations, vendor relations and contract management functions. Coordinates and interprets policies, procedures, and applicable laws for centralized purchasing throughout the District.

### Essential Responsibilities

- Develops and implements centralized purchasing policies and procedures for District-wide use
- Negotiates and prepares contracts that are highly complex and sensitive in nature
- Solicits and awards or oversees the process of award of small public works projects and maintenance and repair projects
- Reviews the buying activities of all Divisions and makes suggestions for improvements and economies
- Supervises, trains, evaluates, and disciplines subordinate staff as assigned
- Provides leadership and guidance to procurement staff for day-to-day purchasing activities to ensure District-wide efficiency and consistency
- Assists Director of Procurement in special projects or assignments
- Presents recommendations to Director of Procurement for resolution of procurement issues
- Facilitates meetings with vendors and their representatives
- Attends Committee and Board meetings as required
- Sets and monitors schedules for RFPs and formal bids, coordinates appropriate committee meeting review, and assists in preparing Board reports
- Reviews inventory reports for all Divisions to ensure cost effectiveness and efficiency
- Ensures that those safety program activities applicable to the department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules
- Regular and reliable performance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Applicable state, federal (Federal Transit Administration Third Party Contracting Guidelines), local laws, rules, and regulations governing public agency purchasing and contract administration principles, practices, and terminology
- California State Public Contract Code, Labor Code and prevailing wage requirements
- Best practices in public procurement and contract management
- Contract law and terms and conditions
- Best practices in warehouse and inventory management
- Accounting, budgeting and cost and price analysis principles

### Ability to:

- Demonstrate excellent management skills in planning, problem solving, decision making, delegation, and communication
- Collecting, analyzing, and presenting data
- Develop and maintain cooperative, effective, productive, and tactful working relationships with consultants, vendors, manufacturers' representatives, District staff, and others contacted in the course of the work
- Demonstrate excellent communication skills
- Present information effectively to various audiences
- Work independently, organize work, set priorities, and meet critical deadlines

## Minimum Qualifications

### **Education and/or Experience:**

#### **A combination of college level training and position related experience equivalent to:**

- Bachelor's degree in Business, Economics, Engineering, Accounting, or a closely related field  
Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- Five years' recent progressively responsible position-related experience, including a minimum of two years' supervisory experience

### **License(s):**

- Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), Certified Purchasing Manager (C.P.M.) or equivalent is highly desirable

### **Physical Requirements:**

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.