

PURCHASING SUPERVISOR

PURPOSE AND NATURE OF WORK

Single incumbent to the class supports the Purchasing & Property Manager in conducting the purchasing activities of all Lafayette Consolidated Government departments through direct supervision of incumbents to the Procurement Analyst I and Procurement Analyst II classes, and administration of systemwide purchase cards. Position is responsible for creation and implementation of purchase card policy and procedure, reports directly to the division manager, and provides input on larger purchasing policies and procedures as needed due to direct knowledge of procurement projects being conducted by the procurement analyst classes.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Develops and implements purchase card policies, procedures, and instructions. Reviews purchase card transactions daily for eligible use, and proper coding and recordation, and reconciles purchase card transactions with bank records by batch on a weekly basis. Analyzes expenditures and investigates unusual patterns. May limit departmental purchase card user access due to discovered user error.

Supervises and participates in the work of positions classified as Procurement Analyst I and Procurement Analyst II, who are responsible to varying degrees depending on class, for the obtainment and processing of quotes and bids for purchases and contract purchasing projects; monitoring purchasing, bid, and contract activities for adherence to specifications and/or change orders; processing requisitions, purchase orders, and contract payments; and liaising between vendors and users on matters related to the same.

Provides administrative support to the Purchasing & Property Manager by assisting in making choices regarding supplier sourcing, procurement, and vendor negotiations, particularly on matters related to larger more complex purchasing projects with long standing implications, such as those using Construction Manager at Risk and/or Request for Proposal methods, and those expending larger disaster grants including but not limited to FEMA and ARPA funds.

Using working knowledge of Lafayette Consolidated Government procurement system, assists Purchasing & Property Manager in tracking changes to associated PPMs and Bid Law, and incorporating those changes into existing purchasing processes for compliance. Identifies issues with contracting processes and practices, and need for clarification of existing policies and procedures, and makes recommendations for improvement to the Purchasing & Property Manager.

Assists as necessary in day to day division activities, such as processing requisitions, issuing purchase orders, and resolving budgetary and purchase order matching issues.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of principles, practices, rules, laws and regulations related to governmental purchasing, including those pertaining to federal, state, and local competitive bidding requirements and grants.

Knowledge of accounting principles and budgeting practices.

Knowledge of sources and types of products, commodities, construction, and services used in a large governmental entity.

Ability to design, implement, and maintain purchasing systems and procedures.

Ability to use judgment and initiative in making recommendations and resolving problems that are complex and sensitive in nature.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with all levels of LCG administration and staff, vendors, and the general public.

Ability to work with computers, including automated purchasing systems, enterprise-wide resource systems, and common office software and productivity tools.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in business administration, finance, accounting, or a related field and progressively responsible experience in government and utilities procurement, or an equivalent combination of training and experience.