

## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Purchasing and Contracts Supervisor
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### **GENERAL PURPOSE**

Under general direction, supervises, directs, and participates in the centralized purchasing of a wide range of materials, supplies, services, and equipment; and in the review, analysis, and drafting of both standard and non-standard District contracts and agreements; develops and implements contractual standards and provides technical support for the consistent administration of contractor, consultant, and inter-agency agreements, property leases, and professional services; provides technical support, information, and assistance to departments on purchasing issues and the development of applicable standards and specifications; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the full supervisory-level class in the Purchasing Division that exercises independent judgment on diverse and specialized purchasing and contracts work with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for providing technical level support to the Purchasing and Contracts Manager in a variety of areas. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Purchasing and Contracts Manager. Exercises direct supervision over professional and technical staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and

development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Assists with the development of administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Assumes supervisory responsibility for the District's centralized purchasing operations including contracts development, procurement, copy center operations, and procurement card programs.
- Supervises and directs the development of both standard and non-standard contracts and legal agreements; ensures legal requirements are incorporated and enforced; develops negotiations strategies and negotiates contract terms and provisions; coordinates review of contract documents with legal counsel; maintains related files.
- Oversees and performs a wide variety of complex duties involved in the procurement of materials, supplies, services, and equipment for District departments and operations; ensures all purchasing activities comply with policies, procedures, rules, and regulations.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of services, projects, and activities; identifies opportunities for improvement and makes recommendations to the Purchasing and Contracts Manager.
- Supervises and participates in the preparation and administration of the Request for Proposal (RFP), Request for Qualifications (RFQ), Request for Quote (RFQ) and
- Request for Bid (RFB) processes ensuring that all applicable legal and contractual provisions are included; works with departments to ensure requirements are clear and understood; gathers and directs the development of scope of work and the finalization of solicitation packages and supporting documents; reviews proposals; directs job walk or pre-bid meetings; directs the issuance of addenda and question and answers; directs the evaluation and analysis of bids received; performs or assists others in performing price/cost analyses; selects or recommends suppliers or service providers; negotiates contract provisions and determines appropriate contractual

instruments; awards contracts and agreements; resolves problems and complaints; writes contracts and legal documents; creates purchase orders.

- Develops real estate lease agreements; leads all negotiations for new agreements and/or amendments to existing agreements.
- Oversees and processes purchase orders, task orders, and agreements; verifies supporting documents and budget information; reviews files for compliance with District policies and authorization thresholds; reviews and approves vendor and freight invoices for payment; resolves disputed invoices with departments and vendors; receives and responds to inquiries from employees, vendors, and service providers regarding procurement related policies and procedures; investigates complaints and recommends and implements corrective action as necessary for resolution.
- Conducts a variety of procurement and contracting related operational studies and investigations; develops and recommends modifications to programs, policies, and procedures as appropriate.
- Maintains good working relationships with vendors, contractors, and professional service providers; resolves complex discrepancies and disputes.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of purchasing and procurement; research emerging products and enhancements and their applicability to District needs.
- Confers with Information Systems and other staff to design, evaluate and develop detailed user requirements and enhancements to purchasing and accounts payable elements of the specialized computer financial system; defines user training and implementation needs; manages division implementation of system changes.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.

- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

## REQUIRED QUALIFICATIONS

### Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Modern principles, practices, and methods of public agency purchasing and contract negotiations, including competitive bidding procedures.
- Principles and practices of professional services contracting, contract development, and contract law as well as related legal language and terminology.
- Principles and practices of inventory management and control.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to District purchasing activities.
- Materials, supplies, and equipment commonly used in the construction, operation, and maintenance of a water and wastewater utility.
- Budgeting practices and procedures.
- Recordkeeping practices and procedures related to the purchasing and contracts function.
- District personnel rules, policies, and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration, and monitoring a division/department budget.
- Analyze, interpret, summarize, and present procurement information and data in an effective manner.
- Analyze and make sound recommendations on complex technical data and legal requirements associated with contract development and administration.
- Negotiate contracts, agreements, and/or pricing schedules for services, professional services, supplies, and equipment.
- Prepare clear, concise, and comprehensive contracts reports, and written materials.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole.
- Track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Five (5) years of increasingly responsible experience in purchasing and/or contracting for a variety of supplies, materials, services and equipment, and in developing and administering public agency contracts and professional service agreements, of which two (2) years is in a lead or supervisory capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, finance, operations management, or a related field.

Licenses/Certifications:

- Certified Purchasing Manager/Certified Professional in Supply Management (C.P.M./CPSM) or Certified Public Procurement Officer certificate is desirable.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Purchasing and Contracts Supervisor  
Last Update: August 24, 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Purchasing Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_