

CLASS TITLE: Supervisor of Contracts

CHARACTERISTICS OF THE CLASS: Under direction, plans, supervises and coordinates purchasing and supply activities for a City department; and performs related duties as required.

EXAMPLES OF DUTIES: Oversees all aspects of purchasing including the procurement, receipt, storage, distribution and payment of goods and services; supervises field personnel engaged in the receipt, distribution and inventory of goods at warehouse sites; formulates and implements plans, policies and procedures relative to purchasing and inventory operations; manages a comprehensive inventory system designed to track purchases from initial receipt to final distribution; prepares requisitions for annual and one-time purchases; oversees the preparation of vouchers and suborders and gives initial approval for payment; works with the Department of Purchases, Supplies and Contracts to develop purchase specifications and to communicate contract compliance information; conducts research and attends trade shows and seminars to keep abreast of developments in equipment and supplies used by department as well as modern procurement methods; reviews and analyzes various inventory reports and summaries; communicates with vendors to expedite the delivery of goods and troubleshoot related problems.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related degree, supplemented by five years of progressively responsible experience in the procurement of a variety of materials, supplies or services including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of the methods of receiving, requisitioning, storing and issuing of materials, equipment and supplies. Comprehensive knowledge of the City's purchasing system. Comprehensive knowledge of departmental policies and procedures.

Ability to plan, assign and review the work of subordinate personnel. Ability to analyze departmental needs and maintain adequate inventory of stock materials. Ability to establish working relationships with vendors.

Comprehensive skill in the procurement and disposition of commodities. Comprehensive skill in preparing and writing various purchase specifications. Excellent oral and written communication skills.