

Code: 1257

Title: PURCHASING/WAREHOUSE SUPERVISOR

SUMMARY: This classification organizes, supervises and coordinates the purchasing, procurement, warehousing and issue of supplies, equipment and related services for a Department or major functional area within a Department. It is distinguished from other County procurement and Buyer classifications by its specialization in the assigned Department's general and specialized supplies, equipment and services and supervision of warehousing operations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Coordinates and supervises the functions involved in the purchase, requisition, receipt, storage, issuance, delivery and disposal of supplies and equipment peculiar to assigned Department;
Supervises, trains and evaluates employees;
Prepares, reviews and executes purchase requisitions, bid specifications and like materials for conformance to good buying practices and pertinent Departmental, County, State and Federal rules, regulations, policies and procedures;
Coordinates the emergency loan or procurement of vital supplies and equipment;
Develops, recommends, implements and enforces purchasing, procurement, warehousing, issue, receipt and disposal of supplies, equipment and services;
Participates in preparing and monitoring unit, division and Departmental budgets;
Coordinates or recommends changes to stock levels, types, quantities and quality of supplies and equipment required for Department operations;
Prepares, or assures timely preparation of, manual, automated and computer-based records, reports and inventory tracking reports, analyses and related documentation;
Conducts or attends bid openings to provide additional information regarding specified supplies, equipment and services, and prepares/executes bid award documents for the Board of Supervisors.

KNOWLEDGE & SKILLS:

Knowledge of:

- County procedures, policies and practices for procurement of supplies, equipment and services;
- principles and practices of warehousing, inventorying, receipt and issue of materiel;
- manual and automated/computerized inventory control systems;
- Department-unique supplies, equipment and services required to support operations;
- principles and techniques of employee supervision, evaluation and training;
- principles and practices of workplace safety, materials handling, and receipt, storage and disposal of hazardous materials peculiar to the area of assignment;
- applicable Departmental, County, State, Federal and accreditation body rules, regulations and standards for receipt, storage, issue and disposal of materials, and required minimum stock levels.

Skill in:

- developing and implementing operating procedures and instructions;
- preparing Requests For Proposals, bids and like procurement documentation;
- supervising, evaluating and training employees;
- developing, implementing and enforcing operating standards, policies and procedures;
- maintaining manual, automated and computerized inventory and operating records;
- preparing routine, recurring and special reports;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER

(1) A Bachelor's degree from an accredited college or university with a major in purchasing, materials management, public administration or a related field and one year of supervisory experience in

purchasing, procurement, warehousing, receipt and issue of supplies and equipment.

OR

(2) Four years of general experience in purchasing, procurement, warehousing, receipt and issue of supplies and equipment and two years of supervisory experience in the same area.

(Note: Supervisory experience may be concurrent with general experience.)

OR

(3) Three years of experience with Pima County as a Buyer, Senior Buyer, or Principal Buyer and one year of warehousing supervisory experience.

OR

(4) Two years of experience with Pima County as a Fleet Parts Manager or Warehouse Supply Supervisor.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or by the end of initial/promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 03/25/98(fn)

Updated 2/7/14(tb)