

CITY OF LINCOLN

PURCHASING OFFICER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform, and performs complex and responsible administrative duties, including citywide purchasing of goods and supplies, contract administration, inventory maintenance, building maintenance, and insurance services; provides responsible technical support to the Purchasing Manager and Director of Support Services, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Purchasing Officer I

The **Purchasing Officer I** is the entry level class within the Purchasing Series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex support assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Purchasing Officer II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class. Since this class can be used as a training class, employees may have only limited or no directly related work experience.

Purchasing Officer II

The **Purchasing Officer II** is the full journey level class within the Purchasing series. This class is distinguished from the Purchasing Officer I by the assignment and performance of the full range of duties as assigned including duties requiring the knowledge of general City procedures as well as a knowledge of department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. This class is distinguished from the higher classification of Purchasing Manager in that the latter is responsible for overall administration of a division.

SUPERVISION RECEIVED/EXERCISED:

Purchasing Officer I

Receives immediate supervision from the Purchasing Manager or Director of Support Services or his/her designee. Incumbents in this classification do not typically exercise supervision.

Purchasing Officer II

Receives general supervision from the Purchasing Manager or Director of Support Services or his/her designee. May exercise functional and technical supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops and maintains city-wide purchasing procedures based on California State Government Code and City of Lincoln Municipal Code regulations and requirements; provides training to other City staff as required.
- Develops and maintains citywide purchase order procedures and purchase order entry system; coordinates and generates all City purchase orders; maintains the purchase order module using financial management system software.
- Maintains contact and negotiates with vendors; evaluates vendor performance; processes claims with vendors for damaged materials and shortages; monitors invoices for accuracy when applicable; reconciles discrepancies with shippers and suppliers; obtains credit where appropriate.
- Purchases goods and supplies for all City departments; reviews purchase specifications; obtains, analyzes, compares, and prepares requests for quotations and invitations for bid; interviews vendors and determine sources of supplies; researches new sources of supply; keeps informed of new products.
- Develops and maintains citywide consultant contract and service agreement procedures; provides training to City staff on contracts and service agreement procedures as needed.
- Coordinates and encumbers contract and service agreements using financial management system software.
- Coordinates the generation of consultant services contracts and service agreements citywide; maintains databases of all contracts and agreements; scans all contracts and agreements.
- Assists with the acquisition of building maintenance services, including the janitorial services contract, pest control services, and window washing services.
- Assists with compilation of inventory of City assets including infrastructure, buildings, building contents, property, vehicles, and equipment with staff in the Supports Services Division.
- Assists with assembly of information for insurance services for city buildings, building content, vehicles, capital equipment and City infrastructure.
- Provides input to annual budget; provides estimated costs for assigned contracts, insurance services and other assigned programs; monitors budget expenditures.
- Coordinates activities with other City departments and with outside agencies; organizes meetings between vendors and appropriate City staff; arranges demonstrations of vendor products; consults with departmental representatives relative to special projects, purchasing needs, procedures, complaints and special problems.
- Maintains liaison with other departments on matters relating to substitutions, equivalents, delivery schedules and vendor problems.

- Assists in the disposition of surplus property and equipment, materials, services and supplies.
- Establishes effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Works closely with IT to assure computer supplies, services and licenses are purchased and scheduled for installation. Works with outside vendors providing access to required locations for hardware/software updates/installations.
- Creates access cards citywide for employees, volunteers, contractors, consultants and WPUSD. Provides reports and processes card access changes and/or replacements as requested.
- Purchases and activates email and troubleshoots user issues for employee mobile devices. Responsible for disposition of used mobile devices.
- Reconciles multiple vendor invoices for check processing
- Initials point of contact for employee computer loans. Reviews quotes, orders device, creates employee contract, and coordinates with payroll. Reconciles returns and exchanges.
- Trains new employees on Cal Card procedure. Reviews and reconciles Cal Card receipts with Cal Card monthly statement. Processes invoice for payment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Purchasing Officer I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Purchasing Officer I

One year of purchasing experience is desirable, and a bachelor's degree with major study in business administration or a related field.

Purchasing Officer II

In addition to the above, two years of experience equivalent to that of a Purchasing Officer I with the City of Lincoln.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Basic accounting procedures and practices; price and cost analysis techniques; materials, supplies, and equipment typically used in municipal services and sources for such products; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Evaluate quality and price of products to judge suitability of goods and alternatives offered; develop new sources of supply; analyze, evaluate and modify purchasing methods and procedures; gain cooperation through discussion and persuasion; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet database and other software applications.

Salary Range: Refer to Professional Administrative Group Salary Schedule
FLSA: Non-Exempt
Employee Group: Professional/Administrative
Effective: **July 1, 2017**