

## 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, and contract administration; provides responsible technical support to the Budget Manager or Finance Manager, and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

#### **Purchasing Officer I**

The **Purchasing Officer I** is the entry level class within the Purchasing Officer 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 the 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 Officer 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 Purchasing Officer I level. This class is distinguished from the higher classification of Budget Manager or Finance Manager in that the latter are responsible for overall administration of a division.

### SUPERVISION RECEIVED/EXERCISED:

#### **Purchasing Officer I**

Receives immediate supervision from the Budget Manager or Finance Manager or his/her designee. Incumbents in this classification do not typically exercise supervision.

#### **Purchasing Officer II**

Receives general supervision from the Budget Manager or Finance Manager or his/her designee. May exercise functional and technical supervision over assigned staff.

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

- Maintains citywide purchasing procedures based on California State Government Code and City of Lincoln Municipal Code regulations and requirements; provides assistance and/or training to other City staff as required.
- Maintains citywide purchase order procedures and purchase order entry system; coordinates and generates City purchase orders; maintains the purchase order module using financial management system software.
- Maintains contact and negotiates with vendors for specific departments; evaluates vendor performance; processes vendor claims 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 specific departments; reviews purchase specifications; obtains, analyzes, compares, and prepares requests for quotations and invitations for bid; interviews vendors and determines sources of supplies; researches new sources of supply; keeps informed of new products.
- Maintains citywide consultant contract and service agreement procedures; coordinates the preparation and generation of agreements; provides training to City staff on related procedures as needed; and maintains electronic and hard-copy records, including scanning and updating the contract database.
- Coordinates and encumbers contract and service agreements using financial management system software.
- Assists Finance Department staff with compiling an inventory of City assets, including infrastructure, buildings and their contents, property, vehicles, and equipment. .
- Provides input for the annual budget, including estimated costs for assigned contracts programs; and monitors budget expenditures.
- Coordinates activities with other City departments and 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.

**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**

**Education:**

High school diploma or equivalent and completion of college-level coursework equivalent to one year of study in accounting, purchasing, or a related field.

**Experience:**

One year of technical experience in purchasing, administrative support, or accounting functions such as accounts payable, accounts receivable or related work may be substituted for the college-level coursework.

**Purchasing Officer II**

**Education:**

High school diploma or equivalent.

**Experience:**

In addition to the qualifications outlined for the Purchasing Officer I, two years of experience equivalent to that of a Purchasing Officer I in a public agency setting.

**License/Certificate:**

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

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSAs 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; 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.

**Skill to:**

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

**Ability to:**

Evaluate quality and price of products to judge suitability of goods and alternatives offered; develop new sources of supply; 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.

<b>Salary Range:</b>	Refer to Professional/Administrative Salary Schedule
<b>FLSA:</b>	Nonexempt
<b>Employee Group:</b>	Professional/Administrative, Local 39