



Title: Purchasing and Materials Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to administer the District’s supply management/commodities functions and activities by providing purchasing and material administration for the direct and indirect commodities and associated services. This is accomplished by planning, managing and coordinating daily activities of staff involved in purchasing material, products, supplies and services, warehouse receiving, mail courier service, mail lobby reception and the management and administration of the District’s various procurement programs. Other duties include participating in the District’s Small Business/DBE outreach events, District-wide procurement training, oversight of various Business Support functions and activities.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Procurement Administration: Determines appropriate procurement methods by analyzing, reviewing and assigning requisitions for goods and services, applying federal, state and District policies and regulations. Working with client groups to verify order requirements, and ensuring small businesses and Disadvantaged Business Enterprises receive equal opportunity. Review and edit technical specifications to verify the specifications are accurately describe the item/services to be purchased and ensuring the description promotes free and open competition. Review and analyze procurement procedures, policies, and systems and recommend improvements; represent the Department at procurement planning meetings to coordinate purchasing functions and timelines with other District departments or outside agencies; coordinate the timing, preparation, processing, receipt and award of contracts with staff and Legal Department. Provides strategic procurement commodity planning by coordinating purchasing functions in support of major projects, analyzing current district commodities for compliance with regulations, maximum cost savings and efficiency, maximizing use of the supplier/vendor base, analyzing contracts for terminations and future planning, coordinating the award of	25%



		contracts, and conducting community outreach. Act on behalf of the Director, Procurement and/or Manager, Contracts and DBE during absences. Assist in budget preparation and the day to day monitoring of expenditures of various departmental budget line items.	
2		Procurement Activities: Analyze requisitions and, in accordance with local, State and Federal laws, determine appropriate procurement method or contract type for the goods or services requested; prepare complex bid specifications and conduct either negotiations or sealed bid procurement process. Conduct public bid openings for procurements; perform purchasing related research, analyze data, and compile reports; investigate and evaluate alternate sources of supply that have a potential to reduce operating costs; review and edit bid documents prepared by staff to verify that the bid package contains the necessary contract clauses to meet the requirements of Federal, State, and local regulations governing public purchasing.	20%
3	S	Department Administration: Approves invoices and credits for accounts payable, identifies vendors of materials, equipment and supplies, conducts vendor site visits, evaluates product availability, terms of sale, quality and delivery performance, processes all vendor inquiries, reviews, approves and creates purchase orders/requisitions as needed, conducts purchasing audits, negotiates settlements of claims and price changes for damaged or disputed shipments, organizes, coordinates and conducts the sale and/or disposal of surplus property, maintains records, creates correspondence on behalf of the District, attends monthly staff meetings, provides information to other procurements supervisors as requested.	20%
4	S	Supervisory Responsibilities: Provides supervision to a variety of positions, including oversight of the daily activities of procurement and business services staff. Approves schedules, reviews workloads and quality/quantity of work, assessing needs of departmental staff.	20%
7	S	Projects/Programs: Plans, organizes and administers or manages various special projects or programs. Prepares complex reports, white papers and internal memos related to project tasks. Makes presentations to senior management/Executive Management as it relates to project work. Develops scope of work for RFP's, participates in the evaluation and selection of vendors and contractors and monitor contract budget. Recommends or develops and assists in implementing improved administrative methods and procedures. Provides staff support to committees or other departments as assigned. Provides recommendations for	15%



budget projections and assists with budget preparation and administration. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor’s degree or equivalent in Business Administration, Public Administration, English or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of five (5) years of experience performing procurement related activities, the preparation of bid specifications and the review and analysis of vendor bids, including two (2) years of supervisory experience.</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contact may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>



Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE

- Federal Transit Administration third party contract language clauses and Buy America requirements.
- Applicable Public Contract Codes; Federal, State, and local laws, rules, and regulations pertaining to contracts and procurement, DBE programs, and prevailing wage law.
- State and local laws and regulations governing the expenditure of public funds.
- Product lead times and bid cycle times.
- Federal, State and local policies and regulations related to surplus disposal.
- State and local laws and regulations governing the expenditure of funds.
- Best principles, practices, and procedures for preparing technical specifications and bid documents.
- Market conditions and practices, current pricing, and product availability.
- Modern office procedures and workflow scheduling.
- Principles and procedures of budget preparation and forecasting.
- Principles and practices of supervision, training, and management.
- Product leads times and bid cycle times.
- Federal, State, and local policies and regulations relating to surplus disposal.
- Auditing techniques and procedures.
- Research methods and techniques.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Deal with bidders challenging technical specification and requesting authorization to supply substitutes for the items specified by the District.
- Coordinate surplus property disposal with the departments responsible for retiring the equipment.
- Coordinate workflow through the various layers within the department.
- Interpret requisitions, drawings, and draft specifications.
- Supervise, provide leadership, mentor, and solve conflicts.
- Deal with difficult people and situations.



- Learn District and departmental operating policies and procedures.
- Learn departmental systems and methods.
- Learn department-specific tasks and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Learn Federal Transit Administration third party contract language clauses and Buy America requirements.
- Learn materials, equipment, and supplies used in the maintenance and operation of a bus and light rail system.
- To work independently and use sound judgment.
- To strategize, advise, counsel and make recommendation to solve problems.
- Negotiate effectively.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings
Walking	F	To other departments/offices/office equipment; around work site
Lifting	O	Files; supplies; equipment
Carrying	O	Files; supplies; equipment
Pushing/Pulling	F	File drawers; equipment; tables and chairs
Reaching	O	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; calculator; telephone pad
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs; step stool
Balancing	R	On equipment
Vision	C	Observing work site; reading; computer screen
Hearing	C	Communicating with co-workers and public and on telephone; listening to equipment
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, mobile phone, fax machine, copier, pallet jack, computer and associated hardware



and software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) Office Environment and Warehouse

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



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CLASS HISTORY

Adopted: 04/95
Revised: 04/04, 11/15, 07/18
Title Change:
Maintenance
Update:
Abolished:
Job Key: 41000128