

CITY OF SALINAS

SENIOR PURCHASING TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / H21

DEFINITION

Under general supervision, purchases and expedites a variety of materials, supplies and equipment for use by all City departments; develops sources of supply; prepares requests for proposal for complex, large-scale or difficult to obtain items; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the specialist level in this technical purchasing series, performing the most complex and technical purchasing and expediting activities. The incumbent assists in providing lead direction and work instruction to the purchasing staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Analyze requisitions to determine the type of materials, supplies or equipment required. Prepare a variety of formal and informal requests for proposals and specifications for complex, technical or large-scale purchases. Analyze bids, recommend award and prepare contracts or documents. Confer with requesting departments to ensure that information is correct, that order parameters are understood, and provide information regarding products and suppliers. Interview salespersons, visit manufacturers and vendors, attend product demonstrations, and obtain samples and literature from potential suppliers. Explain purchasing policies and procedures to potential vendors. Obtain comparative data regarding price, quality, quantity and availability of materials, supplies and equipment. Work with accounting and assist department staff to reconcile invoice and billing problems. Place orders and negotiate with vendors for the City's service contracts. Develop and assure the accuracy of the City's purchasing files and records, including vendor performance files. Arrange and implement the sale of surplus materials and equipment. Provide lead direction to purchasing staff, and serve in the absence of the Purchasing Officer. Instruct other City staff in purchasing policies and procedures. Monitor developments in the purchasing field and implement improvements to internal policies and procedures. Maintain records and prepare periodic and special reports as required. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, fine print in manuals and material safety data sheets; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

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QUALIFICATIONS

Knowledge of:

Public purchasing principles and practices, including competitive bidding procedures. Applicable federal, state and local laws and regulations. Principles and techniques of preparing and analyzing formal proposals and bids. Standard price and purchasing reference sources for materials and supplies. Principles of business administration and economics as applied to the purchasing function. Basic supervisory principles and practices. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Analyze technical or complex purchasing problems and reach sound, independent conclusions. Read and interpret purchase requests, plans, drawings and technical specifications. Interpret and implement guidelines for special purchasing restrictions imposed by local ordinances. Buy effectively with regard to quantity, quality and price. Coordinate multiple projects concurrently and meet critical deadlines. Make accurate mathematical calculations. Develop and maintain accurate records and files. Prepare clear, accurate, concise and often technical reports, specifications, requests for proposals, correspondence and other written materials. Establish and maintain effective working relationships with those contacted in the course of the work. Instruct others in work procedures and provide lead direction in specified areas. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Must possess a valid California driver's license and maintain a satisfactory driving record.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school and four (4) years of journey experience in purchasing and expediting a wide variety of materials, supplies and equipment, which has included developing formal specifications and sources of supply. College level coursework in business administration or a closely related field may be substituted for the required experience on a year-for-year basis to a maximum of two years.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 10-90, REV: 2-94, REV: 2-07