

SUPERVISING PROCUREMENT SPECIALIST

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized purchasing responsibilities in business services; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the purchasing series. Incumbents are responsible for supervising procurement staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Responsibility includes oversight of the purchasing operation within Judicial Council business services as well providing procurement related guidance to both appellate and superior court staff. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Plans and supervises purchasing and stockroom operations for the Judicial Council and the Supreme Court.
- Provides technical assistance and instruction to Judicial Council staff in both the purchase and the payment functions of the Judicial Council's procurement process.
- Guides staff in the recommendation of alternate products, commodities, or methods when appropriate.
- Signs and releases purchase orders after reviewing them for compliance with procurement process.
- Oversees the bidding process, secures and evaluate bids, negotiates prices and schedules, and reviews software license agreements.
- Supports and assists customers in obtaining goods and services and in negotiating acceptable substitutions.
- Identifies and presents useful, applicable, and relevant information to educate procurement staff regarding resources, vendors, products, governmental purchasing rules and regulations.
- Approves purchases as required.

- Meets with vendor representatives regarding their materials, services, and products and how they would meet the needs of the judicial branch.
- Implements procurement cost controls.
- Communicates with vendors and suppliers on availability of products, prices, and delivery dates.
- Provides consultative guidance to the Judicial Council Regional Offices, Appellate Courts, Supreme Court, and trial courts as needed.
- Manages Judicial Council CalCard (procurement card) program.

WORKING CONDITIONS

Work occasional evening and weekend hours.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of budget development and administration.
- Safety principles, practices, and equipment related to the work.
- Principles, practices, methods, and techniques of public agency purchasing, including competitive bidding procedures and price and delivery negotiations.
- Sources and types of products, commodities, and services used by the judicial branch.
- Principles and practices of cost/benefit analysis.
- Stock or storeroom organization and operations.
- Record keeping practices and procedures related to a purchasing function.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
- Principles of sound business communication.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Evaluate alternatives and develop sound conclusions and recommendations.
- Develop and administer the equipment portion of Business Services budget.
- Conduct cost/benefit analyses.
- Negotiate with various vendors.
- Determine whether incoming equipment, materials, and supplies meet specifications.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to a Bachelor's degree with major course work in business administration, finance or a related field and five years of progressively responsible experience in procurement of a variety of supplies, materials, equipment, and services, including a minimum of one year of supervisory experience.

Additional qualifying experience may be substituted for education on a year-for-year basis (except for the one year of supervisory experience),

OR

Two years as a Senior Procurement Specialist with the judicial branch.