

CITY OF FONTANA PURCHASING SPECIALIST

DEFINITION: The Purchasing Specialist is responsible for the coordination of purchasing activities with other City Departments and performs a variety of technical duties involving the purchase of materials, supplies, and equipment. This position provides staff assistance to the General Services Manager.

EXAMPLES OF DUTIES: Under general direction assists in the development and review of purchasing practices, procedures, methods, goals and objectives. Coordinates the processing of formal bids; prepares advertising in accordance with legal requirements; prepares requests for proposals; provides comprehensive pre-bid assistance to departments.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Coordinate, monitor and participate in the purchasing of commonly used materials, supplies and equipment for the City.
- Conduct formal pre-bid meetings, receive bid documents; conduct formal bid openings; examine bids for compliance and assist in the evaluation.
- Review the preparation of contracts, purchases requisitions, and purchase orders as prepared by support staff.
- Provide staff training and develop continuous improvement programs.
- Assist in the annual budget preparation.
- Review and analyze requisitions to determine sources of supply; contact vendors regarding prices, quotations and specifications.
- Participate in the preparation of bid specifications and other necessary documents related to the purchase of supplies, equipment and materials.
- Confer with departmental representatives to determine purchasing needs; coordinate with vendors and receiving departments regarding deliveries.
- Coordinate the sale of surplus and unused surplus and unused supplies of City properties.
- Oversee support staff encumbering purchase orders and verify account balances and forward to accounts payable for payment.
- Oversee the maintenance of the inventory record system for stock items and consumable supplies.
- Compose and oversee the preparation of routine purchasing correspondence and bid documents.
- Participate in the selection and evaluation process of support staff.
- Coordinate the cooperative purchasing program with City departments and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with internal and external customers.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

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 documents and reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge is qualifying. The incumbent must have knowledge of:

- Federal, state, county and city regulations regarding purchasing methods and practices.
- Materials, supplies and equipment used in municipal services and the sources of such products.
- Principles and procedures of financial record keeping and reporting.
- General laws and regulations applicable to the formal bidding process.
- Modern office procedures, methods and equipment.
- Current personal computer work processing and spreadsheet applications.

Experience: Four (4) years of increasingly responsible procurement experience, which included a minimum of two (2) years in the public sector.

Education: High School Diploma or GED supplemented by college level course work in business/public administration or a closely related field. Enrollment or attainment of a certificate in public procurement from a recognized college or university is preferred.

Licenses and/or Certifications: Possession of, and continuously throughout employment, a valid CA Driver's License.