

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2020**

**POSITION TITLE: PURCHASING / INVENTORY SUPERVISOR**

**GENERAL DESCRIPTION OF DUTIES**

Under the general supervision of the Assistant Finance Director, the purpose of the position is to facilitate the procurement of goods and services for the City. Position is responsible for overseeing the processing of purchase orders, purchasing supplies and equipment, RFPs, bid openings, conducting internal and external meetings related to procurement functions and performing supervisory functions within the division. Employees in this classification perform purchasing and inventory work autonomously. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Responds to inquiries and requests from City departments or vendors.

Performs competitive bid processes, prepares bid specifications, conducts public opening of bids, analyzes bids, and prepares agenda items for City Commission approval.

Maintains inventory of supplies, materials, and equipment on hand; conducts research to identify new requirements.

Processes and files purchase orders and other requisitioning documents to acquire needed supplies, materials, and equipment.

Coordinates with vendors, suppliers, and others to obtain best price and quality for goods.

Issues material and maintains inventories; accounts for all goods; maintains files and records of acquisitions, issues, and materials on hand.

Develops specifications for needed goods through coordination and consultation with users.

Inspects all goods and materials; rejects defective goods and materials.

Consults technical documentation such as vendors' catalogs and equipment manuals to obtain and match technical specifications with requirements.

Plans and conducts City auctions of surplus property.

Issues City credit cards to department representatives for purchases; conducts monthly credit card reconciliations.

Issues petty cash, as needed, and prepares petty cash reimbursement requests.

Prepares weekly tracking reports for the Purchasing Division, as well as, periodic reports documenting inventories, financial data, and other activities and events of assigned department.

Analyzes recommendations for municipal vehicle purchases.

Performs full range of supervisory functions such as hiring, training, assigning work, setting standards, reviewing work, evaluating, and counseling; recommends discipline and discharge to Assistant Finance Director.

## PURCHASING AND INVENTORY SUPERVISOR

Maintains City vehicle tags and titles.

Engages and maintains citywide copy machine agreements.

Supervises year-end closing policies and procedures for Purchasing Division.

Represents the Purchasing Division at Safe Neighborhood District (SND) and General Obligation (GO) Bond meetings; prepares bids and procurement requests accordingly.

Attends Co-op monthly meetings and completes Co-op survey requests by soliciting information from other user departments.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree; supplemented by of minimum five (5) years previous experience and/or training that includes purchasing and asset management, contracts and inventory control; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Valid Florida Driver's License

**Certifications: Must have completed two (2) courses from the following list of certifications and submitted the required documentation.**

Certified Public Manager (CPM)

Certified Professional Public Buyer (CPPB)

Certified Public Procurement Officer (CPPO)

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

**Equipment, Machinery Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

## PURCHASING AND INVENTORY SUPERVISOR

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to heat extremes, smoke/dust/pollen, vibrations, disease/pathogens, and machinery.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.