

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1681
Approved by C.S.B.
July 11, 2007

PURCHASING AND PAYABLES COORDINATOR

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DEFINITION

Under general direction, plans and coordinates administration of the City's purchasing functions, accounts payable, and related and other internal programs and services such as surplus property program, and mail delivery services; performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class provide responsible management assistance by planning, coordinating and directing operating services, programs, administrative studies, and special projects.

EXAMPLES OF DUTIES

1. Collaborates with City departments, vendors and other agencies to ensure effective and efficient acquisition of supplies, materials, equipment and services in accordance with established policies and state and federal law, including the City's purchasing ordinance and administrative regulations.
2. Assists City staff in procurement of supplies, equipment and services.
3. Supervises accounts payable and related functions and activities including IRS compliance and reporting, sales and use tax payment processing, and audit assistance.
4. Administers purchases by agreement, contract, or purchase order; may plan, coordinate and participate in reconciling physical inventories.
5. Coordinates receipt, processing and evaluation of bids, quotations, requisitions, purchase orders, agreements, contracts, etc., as requested; develops specifications and administers contracts as requested.
6. Maintains knowledge of resources, equipment, services and supplies and determines appropriate inventory levels and service needs.
7. Maintains City property records and coordinates disposal of surplus property in accordance with City ordinances and administrative regulations.
8. Administers various internal programs and services including City mail services and document processing services.
9. Conducts analyses of systems and formulates recommendations; assists in developing, coordinating, and implementing policies, procedures, and systems; prepares and maintains various forms and procedures.
10. Conducts research and studies, formulates recommendations and prepares reports and summaries.
11. Confers with other departments, consultants, vendors and residents and explains City policies and procedures; makes presentations and provides training on assigned projects, programs and services.
12. Assists in budget preparation and administration; maintains cost controls pertaining to purchasing, payables and other assigned programs and services.
13. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work preferably in business administration, accounting, or a related field.

Experience: Two years of increasingly responsible purchasing and/or accounts payable experience in a lead or senior capacity, preferably for a municipal government.

Knowledge

Knowledge of governmental purchasing general principles, practices and methods; accounts payable principles, practices and methods including reconciliation and payment of complex bills; financial recordkeeping including complex computerized systems; modern business practices.

Ability

Ability to effectively plan and coordinate administration of the work, functions and activities involved in purchasing functions, accounts payable, and other assigned internal services and programs; perform both complex and routine administrative work with speed and accuracy; interpret, apply and explain established policies, procedures, rules and regulations; plan, administer and evaluate work programs; organize and maintain complex accounting systems, records and reports including computerized recordkeeping systems; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records and recordkeeping systems; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, contractors, vendors and the general public; and supervise train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.