

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7105
Approved by C.S.B.
October 2, 2013

SUPPORT SERVICES SUPERVISOR

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DEFINITION

Under general supervision, manages the electric utility's support services section including centralized purchasing program, storeroom operations, RFP/RFQ process, contracts, pool vehicle fleet operations, surplus property and record retention programs, facilities and grounds maintenance, supervises and coordinates the work of assigned staff; performs other related work as required.

EXAMPLES OF DUTIES

1. Directs, oversees, and participates in the section's work plan; assigns work activities, projects and program; monitor work flow; review and evaluate work products, methods and procedures.
2. Plans, coordinates and supervises the work of staff engaged in support service functions such as purchasing, RFP/RFQ and contract management, central stores, fleet management and operations, facilities and grounds maintenance, mail processing, surplus property and records retention programs.
3. Manages procurement of materials and services for all electric utility divisions including the purchase of materials unique to electric utility operations.
4. Develops, plans and implements division goals and objectives; recommends and administers policies and procedures.
5. Oversees purchasing administration by agreement, contract, or purchase order; may plan, coordinate, and participate in physical inventories.
6. Develops and manages RFP/RFQ processes including; developing the bidders list including small business programs, coordinating receipt of, processing and evaluating of bids, quotations, requisitions, purchase orders, agreements, contracts, etc., as requested; develop specifications and administers contracts as requested.
7. Directs and administers central Storeroom shipping, receiving and inventory control operations; develops and implements systems and procedures for the sale of surplus or obsolete material and equipment.
8. Supervises the electric utility's record retention program.
9. Supervises maintenance of electric utility buildings, grounds and equipment, janitorial work and HVAC and office equipment repair.
10. Administers the electric utility's vehicle fleet operations including procurement, maintenance, and disposal of all vehicles; supervises and directs vehicle and equipment auctions.
11. 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 in material management, purchasing, economics, accounting, finance, business or public administration, or a related field.

Experience: Four years responsible professional purchasing and warehousing experience in a large scale operation.

(OVER)

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of governmental purchasing principles, practices, and methods, RFP/RFQ process, inventory control and warehouse operations; utility materials and equipment; vehicle procurement and maintenance; applicable federal, state and local laws; computerized financial systems; and modern business practices.

Ability

Ability to effectively assess, plan, develop, implement and maintain plans and controls for purchasing, warehousing, fleet operation programs, facilities and grounds maintenance, inventory control and records retention; evaluate bids; prepare specifications and contracts; make sound recommendations; interpret, apply and explain established policies, procedures, rules and regulations; coordinate inter-departmental activities; evaluate administrative, legislative, utility-specific information; interpret computerized information and computer software skills ; establish and maintain accurate records; prepare clear, concise and accurate reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; exercise sound judgment within established policy and regulatory guidelines; resolve complaints and problems; and supervise, train and evaluate assigned staff.

Other Requirements

Certificate as a Certified Purchasing Manager as awarded by the National Association of Purchasing Management is desirable.

Certificate as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) by the California Association of Public Procurement Officials is highly desirable.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

R: October 2, 2013

CL: Human Resources Department