

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Purchasing/Business License
Coordinator

Class Code Number: 0000

Position Designation: Professional/Mid-Management

Division: Finance

General Purpose of Position

The purpose of this position is to plan, coordinate and implement the activities and operations of purchasing within the Finance Department; to coordinate assigned activities with other divisions, outside agencies and the general public; to oversee the Business License processes to ensure compliance with the City's Business License Ordinance; and to provide highly responsible and complex staff assistance to the Finance Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Supervisor. Exercises general supervision over assigned staff.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Verifies requisition and purchasing documentation in accordance with current agreements.
- Reviews and analyzes requisitions to determine sources of supply; contacts vendors regarding prices, quotations and specifications.
- Prepares purchase orders and other necessary documents related to the purchase of supplies, equipment, services and materials; monitors status.
- Monitors the delivery of orders; contacts vendors and suppliers as needed to resolve delays, errors and other purchasing related problems.
- Confers with departmental representatives to determine purchasing needs; coordinates with vendors and receiving departments regarding deliveries.
- Provides training and assistance to City staff on the purchasing process and the requirements of the City.
- Monitors budget availability before creating a purchase order or requisition; recommends adjustments as necessary; ensures appropriate authorization and documentation before enacting order.
- Maintains a variety of purchasing records, lists and files relating to the procurement of materials, supplies and equipment; enters and retrieves a variety of purchasing-related information and data using a computer terminal.
- Assists in the development and revision of purchasing procedures and associated forms.

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- Establishes and maintains contact with vendors; keeps informed of new products; develops new sources of supply and evaluates vendor performance.
- Participates in the preparation of bid specifications and other necessary documents related to the purchase of supplies, equipment and materials.
- Coordinates the sale of surplus and unused surplus supplies and equipment of the City.
- Performs a variety of general clerical and accounting duties as required.
- Prepares requests for proposals for a variety of required supplies and services.
- Oversees, reviews and exercises functional supervision of the business license process; ensures compliance with the City's Business License Ordinance; in the absence of business license processor, process business license applications, issue fees and maintain all related records.
- Participates in the training, motivation and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Coordinates reception coverage to provide constant coverage during business hours.
- Establishes positive working relationships with representatives of community organizations, State and local agencies and associations, City management and staff and the public.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Administers City contracts as assigned including, but not limited to, reviewing contracts for proper insurance coverage, bond provisions and funding requirements.
- Performs various related essential duties as required

QUALIFICATIONS

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

Education: A Bachelor's degree in Finance, Accounting or related field desirable.

Experience: Five years experience performing purchasing or related duties for a public agency is preferred.

License/Certificate: Valid Class C California Driver's License required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge of:

- Methods, practices and procedures used in governmental purchasing, record keeping and reporting.
- Materials, equipment, supplies and services used by municipalities.

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- Types, grades, unit price and sources of supply of equipment, materials and products to be purchased.
- Research methodology and costing techniques.
- Competitive bidding and pricing procedures.
- Principles and practices used in dealing effectively with the public.
- Principles of budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods and computer equipment.
- Safe driving principles and practices.

Ability to:

- Organize and complete work in accordance with deadlines.
- Maintain purchasing and related databases.
- Operate a computer including word processing, database and spreadsheet software.
- Audit purchasing documents to ensure compliance with City and other pertinent regulations.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Oversee the business license procedures and processes and reception desk coverage.
- Supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Prepare and maintain accurate and complete records; prepare clear and concise reports.
- Respond to requests and inquiries from staff and the general public.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

- Operate modern office equipment, including computer equipment.
- Operate a motor vehicle safely.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting, performing word processing, answering the phone, or standing at the Business License counter. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Most of the work for this position will be performed indoors in an office and involves exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise. Frequent interaction with City staff, customers and the general public.