

RESOLUTION NO. 21-109

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB CLASSIFICATION SPECIFICATION FOR PURCHASING MANAGER (CITY COUNCIL)

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **PURCHASING MANAGER** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **PURCHASING MANAGER**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **PURCHASING MANAGER**, (Salary Range 501, \$8,618 - \$10,999), attached hereto as Exhibit A, assigned to the Association of Management Employees (AME), is hereby adopted.

Section 3. The Chief Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of September 7, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 7th day of September, 2021.

LULA DAVIS-HOLMES, MAYOR

ATTEST:

JOHN CARROLL, CHIEF DEPUTY CITY CLERK

APPROVED AS TO FORM:

SUNNY K. SOLANTI, CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, John Carroll, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-109 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 7th day of September 2021, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
Chief Deputy City Clerk

CITY OF CARSON
Class Specification

City Council Reso. No. 21-109
Bargaining Unit: AME
FLSA: Exempt

PURCHASING MANAGER

Job Summary:

Serves as the Buyer for the City and is responsible for planning, organizing, and managing a comprehensive city-wide procurement program to support compliance with all applicable laws, regulations and policies. Under the direction of the Director of Finance, manage, control and coordinate all aspects of the centralized procurement of materials, supplies, equipment, goods, services and for City-wide projects (collectively, "Procurement Duties"); manage assigned central services, supplies and reproduction; supervise and evaluate the performance of assigned staff. Procurement Duties include overseeing the issuance of RFPs/Invitations for Bids for all City purchasing.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Serves as the Buyer for the City.
2. Responsible for all aspects (i.e. manage, control and coordinate) of the centralized procurement of materials, supplies, equipment, goods, services and for City-wide projects.
3. Maintain a level of knowledge and proactively collaborate with subject matter experts (SMEs) to identify issues pertaining to capital and non-capital projects, Project Labor Agreements, prevailing wages and other Department of Industrial Relations (DIR) requirements.
4. Manage issuance of RFPs/Invitations for Bids for all city projects.
5. Manage assigned central services storekeeping operations to ensure adequate levels of supplies and inventory.
6. Act as a resource for City Departments regarding procurement requirements and policies; assist all staff in learning appropriate procurement methods and protocols; and lead the process of evaluating and recommending adjustments to procurement policy and procedures in the best interest of the City, as and when required.
7. Plan and organize work; determine priorities and distribute workload.
8. Analyze a variety of management reports related to purchasing; identify trends and problem areas; develop and implement solutions.
9. Plan and organize department/division goals and objectives; analyze results and explain variances to management as directed.
10. Develop and implement procedural changes; adopt new methods and automated systems to improve department/division efficiency and effectiveness.
11. Sign and approve a variety of financial documents such as purchase requisitions, payments, invoices and bid specifications; review for accuracy and compliance with established purchasing procedures.
12. Prepare City Council agenda items and reports regarding the award of purchase contracts for city-wide materials, supplies, equipment, goods and services. In

collaboration with internal requesting departments, will assist with the preparation of City Council agenda items and reports regarding specialized purchase contracts.

13. Interview, supervise and evaluate the performance of assigned staff and recommend discipline of employees.
14. Prepare and manage budgets for assigned areas of responsibility; monitor and approve major expenditures.
15. Assure compliance with established departmental policies, guidelines and procedures; resolve operational and administrative conflicts as needed; coordinate and conduct required training for City staff.
16. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Bachelor's degree in business, economics, public administration or related field or equivalent. Four (4) years of increasingly responsible experience in the procurement of materials preferably for a government entity, including at least two (2) years in a supervisory position.

Knowledge of:

- Professional principles, practices and standards of public procurement.
- Budget preparation and management.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- City organization, operations, policies and objectives
- Personal computer software and hardware (i.e. Tyler Munis, PlanetBids, etc.).

Skill and Ability to:

- Manage, coordinate and control centralized procurement activities.
- Prepare and manage assigned budgets.
- Plan, develop and implement procedures to increase productivity.
- Analyze complex management reports and take appropriate action.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Train, supervise and evaluate personnel.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.