



Purchasing/Payroll Supervisor

DEFINITION

Under general direction, perform, coordinate, and supervise work in analysis and purchasing of supplies and equipment; oversee operation of a warehouse; and supervise the preparation of payroll and related accounting, recording, and balancing of funds.

SUPERVISION RECEIVED

Reports to the Director of Finance/City Clerk.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for purchasing and payroll programs.

Participate in the development and implementation of goals, objectives, policies, and priorities for purchasing and payroll; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Supervise, coordinate, and review the work plan for purchasing and payroll; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the purchasing and payroll program budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Develop purchasing policy and guidelines; coordinate and review all City purchases and ensure compliance with purchasing policies and procedures.

Develop bid invitations and specifications and hold bid openings; review bids and quotations and recommend purchases and contract awards; determine method of procurement, such as direct purchase or bid; develop inventory control procedures; arrange for disposal of surplus property.

Supervise payroll according to City policy and standards.

Review, or direct review of, personnel records to determine names, rates of pay, occupations of newly hired employees, and changes in wage rates and occupations of employees on payroll; direct compilation and preparation of other payroll data such as pension, insurance, and credit union payments; interpret City policies and federal and state government regulations affecting payroll procedures; review payroll to ensure accuracy; direct preparation of federal and state government reports.

Prepare and maintain strategic plan for improvement of the information system; research and recommend improvements to hardware and software; install and perform maintenance on hardware and software; train employees on the use of software and equipment.

Perform other analytical projects as requested by the Director of Finance/City Clerk or by Department Heads or City Administrator through the Director of Finance/City Clerk, including working with outside agencies and City committees.

Assume duties of Director of Finance/City Clerk as assigned; prepare financial and/or analytical reports as requested.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal purchasing and payroll program.

Modern and complex principles and practices of governmental purchasing.

Modern and complex principles and practices of payroll.

Principles of budget preparation and control.

Principles and concepts of information systems.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Supervise and coordinate the work of technical and administrative support personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of purchasing and payroll goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to purchasing and payroll programs and functions.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from 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.

MINIMUM QUALIFICATIONS

Experience:

Seven years of responsible government purchasing experience including three years of supervisory experience.

Education or Training:

Bachelor's degree from an accredited college or university with major coursework in accounting, public administration, business administration, or a related field is desirable. In the absence of a degree, equivalent training and coursework is required.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a CPM Certificate is desirable.

Must be bondable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; ability to travel to different sites and locations.

Effective date: October 2003

Revised: July 2006, February 2009