GENERAL SERVICES MANAGER

DEFINITION

Under general direction, to plan, organize, develop, monitor, and supervise the City's purchasing and procurement division; to be responsible for the development and coordination of telephone, office equipment, duplication, mail, vehicle, shipping and receiving, warehousing, and other services; to personally perform the most complex and sensitive procurement activities; to be responsible for inventory and fixed asset accountability; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, supervising, and directing the work of staff assigned to purchasing functions, as well as planning the development and utilization of the City's purchasing, procurement, and general service functions.

EXAMPLES OF DUTIES

Provides supervision, direction, and work coordination for staff assigned to the City's purchasing and general service functions; develops, coordinates, and manages a decentralized purchasing system with designated staff in all City Departments; establishes, implements, and provides information on purchasing policies, authority, and procedures; develops and controls expenditures for a purchasing budget; develops procedures for preparing specifications, proposal requests, and bid packages; oversees the receiving of bids and the development of recommendations on vendor selection; confers with other City staff on purchasing needs and requirements; oversees the development and implementation of methods and procedures for obtaining quotes and prices for nonbid items; oversees central shipping and receiving of goods; directs warehousing and storage activities including inventory control and distribution of centralized supplies and equipment; oversees the development, implementation, and coordination of telephone, office equipment, duplication and mail, fleet management, and other central services activities and functions; has responsibility for surplus property disposal; supervises and coordinates records retention functions regarding capital equipment and vehicle licensing; participates in staff selection and evaluation; provides training and development for assigned personnel; represents assigned functions with citizens, community organizations, and other government agencies as delegated; represents assigned functions with City staff and other governmental agencies as delegated.

GENERAL SERVICES MANAGER

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of governmental purchasing and procurement.
- Principles of supervision and training.
- Applicable codes, regulations, ordinances, and affecting City purchasing and general service functions.
- Materials, equipment, and supplies used by a local municipal agency.
- Sources and availability of equipment and supplies.
- Purchasing and procurement analysis and research.
- Budget development, preparation, and administration.
- Development, use, and maintenance of services such as telephones, office equipment, duplicating, and fleet management.
- Warehousing and inventory maintenance.
- Development of specifications and bid packages.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the City's purchasing function.
- Provide supervision, training, and work evaluation for staff.
- Assist with formulating, implementing, and evaluating purchasing and general services for the City.
- Prepare and administer the division budget and fiscal controls.
- Direct the establishment and maintenance of capital equipment identification and recordkeeping.
- Dispose of surplus property in a fair and expeditious manner.
- Develop recommendations on purchasing and general services improvement.
- Provide procurement advice and support for assigned staff and other City staff.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to municipal purchases.

GENERAL SERVICES MANAGER

EMPLOYMENT STANDARDS - (cont.)

- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the City's purchasing and general service functions with concerned individuals, organizations, and other government agencies as delegated.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. 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 business administration, materials management, or closely related field.

Work Background: Five years of progressively responsible and varied professional work experience with public purchasing and procurement functions, including some experience in a supervisory position.

August 1992