

Polk County Sheriff's Office Job Description
1719 Purchasing Supervisor

October 2, 2002, Revised October 1, 2009

Position Concept:

The Purchasing Supervisor oversees the acquisition of goods and services necessary to maintain the daily operations of the Sheriff's Office. The member performs Administrative, Operations, Supervisory and Public Relations duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Purchasing Supervisor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Supervise purchasing section personnel
- Oversee vendor contracts
- Prepare legal advertisements
- Oversee/evaluate/award bids
- Oversee/evaluate/recommend proposals
- Receive and track requisitions
- Conduct consumer research
- Maintain oversight of e-commerce issues
- Assist with short/long-range goals
- Conduct training
- Maintain compliance of grant purchasing
- Maintain vendor files
- Research and prepare reports
- Maintain vendor relations

Education, Professional Certification or License:

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour *CJSTC approved Line Supervision course or equivalent

Professional Experience:

- Minimum of two years supervisory experience in an accounting, purchasing or related function preferred.
- Certification by the Universal Public Certification Council as a Certified Professional Public Buyer (CPPB) preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with normal stress level

**Polk County Sheriff's Office Job Description
1719 Purchasing Supervisor**

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Florida State statutes
- Product and service
- State bidding system
- Grant funding
- IRS requirements
- Resources
- Vendors
- Public entity crime rules
- Purchasing procedure
- Public procurement principles
- Contracts and terminology
- Budget analyses
- Value analysis
- Price trends
- Appropriate forms
- Files
- Report analysis

Ability to:

- Read and write English
- Operate calculator
- Compose
- Conduct research
- Prepare reports
- Operate motor vehicle

Skills:

- Computer
- Supervisory
- Advanced oral communication
- Advanced written communication
- Time management
- Basic mathematical
- Interpersonal
- Telephone
- Organizational
- Decision making
- Instructor
- Research
- Management
- Analytical

Physical Requirements:

- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Recognize colors
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.