

## COUNTY OF SOLANO

### CENTRAL SERVICES MANAGER

#### **DEFINITION**

Plans, organizes and manages the functions of central purchasing, mail services, duplicating and printing, records management, and surplus property; serves as Assistant Purchasing Agent for the County; serves as a member of the County's senior management team.

#### **CLASS CHARACTERISTICS**

This is a single position class having responsibility for the County's Central Services Division and its ancillary offices and functions. Work includes review of County purchase requisitions, preparation of bid specifications, evaluation of bids and letting of contracts. This position serves as the Assistant Purchasing Agent for the County, as the County Code formally designates the General Services Director as Purchasing Agent.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Director and Director of General Services.

Exercises supervision over professional, technical and clerical staff.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Plans, organizes and manages all functions of the Central Services Division including central purchasing, mail services duplicating and printing, records management, and surplus property; prepares and administers the budget for all Central Services functions; manages the disposition of surplus property; manages the County's Purchasing Credit Card program.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Reviews and assigns incoming requisitions; approves and signs purchase orders and contracts; reviews and approves requests for proposals and requests for bids. Analyzes financial reports to ensure expenditure and revenue comply with projected budget; prepares budget projections.

Oversees the storage and issue of supplies, equipment, material and disposal of the

surplus equipment and material; supervises subordinate staff regarding procurement of needed commodities, materials and equipment.

Negotiates and executes lease/purchase and rental agreements; engages independent service contractors on behalf of the County; interviews vendor representatives and develops and maintains harmonious relationships with vendors, the public and other County employees.

Prepares specifications, request for quotes, advertisements and purchase orders for major capital or complex commodities purchases; maintains bidders list and purchasing records; develops and implements policies and procedures relating to purchasing and allied functions; oversees research into new products, marketing conditions and quantity purchases.

Meets and confers with other departments and personnel regarding purchasing, mail services and records management; advises and consults with other departments in the development of their budgets by providing cost information and item availability information.

May be assigned additional administrative or supervisory responsibility in the areas of procurement, supply, printing and/or mail services; may be assigned to participate in committees task force activities to address County-wide issues.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Thorough knowledge of marketing principles, theory and procedures as related to public purchasing practices and methods.

Sources of supply.

Business mathematics and statistics.

Office procedures.

Data collection techniques.

Products, commodities or services required for governmental agencies.

Considerable knowledge of public administration including budgeting, planning/evaluation and supervision.

Laws and regulations governing public agency purchasing.

Working knowledge of public personnel policy.

**Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicles.

**Ability to:**

Plan, organize and manage purchasing and central services functions.

Understand, interpret and explain laws, regulations and policies governing public purchasing operations; research regulations, procedures and technical reference materials.

Develop and implement operational policies and procedures.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments both verbally and in writing.

Establish and maintain cooperative working relationships; demonstrate tact and diplomacy.

Collect and analyze data to identify needs and evaluate program effectiveness; identify and analyze problems and implement operational changes.

Develop goals and objectives.

Prepare budgets, funding proposals and narrative and statistical reports.

Comply with laws and regulations and professional practices governing public purchasing services and operations.

Supervise the work of others engaged in procurement activity; interview people to evaluate products and services offered or to select new employees; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance both of subordinate employees and vendors.

Secure cooperation and teamwork among support staff.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

Four years of procurement experience which included purchasing of a wide variety of standard and complex commodities and extensive public contact including two years at a lead or supervisory level.

#### **Education/Training:**

Associate's degree from an accredited college or university in Business Administration. is required Bachelor's degree in business management or public administration desirable.

### **SPECIAL REQUIREMENTS**

Possession of a valid California driver's license is required.

### **SUPPLEMENTAL INFORMATION**

Independent travel is required.

Positions allocated to this class are exempt from provisions of the County's Civil Service Ordinances.

Incumbents are hired and retained at the pleasure of the appointing authority.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

**Environmental Factors:** Requires the ability to work under conditions where exposure

to environmental factors poses a limited risk of minor injury or illness.

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Director of Human Resources

**Established Date:** February 2001

**Revised Date:** February 2003

**BOS Date:** June 30, 2003

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