

# Purchasing Supervisor II

## Position Details

Class Code: 3027

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general direction, oversees a team of buyers and/or specialists responsible for the management of the competitive procurement processes within multiple material groups for equipment, supplies, and services in accordance with state statutes and Clark County School District guidelines.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, directs, and monitors the work of assigned staff in support of the procurement of equipment, supplies, services, and/or public works projects for the District.
2. Analyzes staff work to assure compliance with District guidelines and state statutes.
3. Demonstrates high levels of proficiency in utilizing automated purchasing and spreadsheet software.
4. Trains staff members to understand and effectively apply District and Purchasing Department policies and International Organization for Standardization (ISO) procedures to assure transactions are processed appropriately.
5. Conducts high-level negotiations for contracts and competitive efforts within staff assignments.

6. Oversees and assures economic research is thorough and complete, and price change requests are sufficiently verified.
  7. Reviews and oversees the bid and proposal activities assigned to staff.
  8. Manages staff performance and makes evaluation recommendations to administration.
  9. Oversees suppliers' performance. Works with staff to resolve supplier non-performance issues.
  10. Provides input for bid and proposal protest investigations.
  11. Operates with the highest ethical standards including integrity, honesty, consistency, fairness, and transparency. Consistently follows processes to provide fair and equal treatment for internal and external customers and suppliers.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Purchasing Supervisor II involves supervising and coordinating the work efforts of large purchasing teams to fulfill the District's procurement needs in accordance with established policies, guidelines, and laws; manages suppliers and contracts to assure performance.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of local and state government purchasing practices, procedures, and business laws.
2. Knowledge of organizational, administrative, and supervisory procedures.
3. Knowledge of commercial supply services and common business practices with respect to sales, prices, discounts, deliveries, inventories, and shipments.
4. Knowledge of Microsoft Office software including ability to work effectively with Excel spreadsheets.
5. Knowledge of automated purchasing software and systems.
6. Knowledge of recordkeeping/business practices.
7. Ability to lead and manage staff with varying degrees of skill, experience, and education.
8. Ability to diffuse and manage heated discussions and negotiations.
9. Ability to delegate, assign, and manage tasks assigned to others.

10. Ability to fairly and logically handle/resolve conflict.
  11. Ability to coordinate activities between departments.
  12. Ability to ensure the accuracy of details.
  13. Ability to develop and manage formal bids and requests for proposal.
  14. Ability to develop concise specifications and evaluate alternate product submissions.
  15. Ability to evaluate bid submissions and make award recommendations.
  16. Ability to evaluate supplier performance.
  17. Ability to perform routine mathematical computations.
  18. Ability to understand, explain, and apply written and verbal instructions, practices, and procedures.
  19. Ability to clearly communicate information, both verbally and in writing. Advanced knowledge of business English and spelling. Excellent ability to write and understand written communication and contract language.
  20. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.).
  21. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files; ability to learn job specific computer software applications.
  22. Ability to establish and maintain effective working relationships with District employees, suppliers, and the general public.
  23. Ability to perform duties with a professional work ethic and cooperative attitude.
  24. Ability to work flexible hours or shifts as necessary for the efficient operation of the department.
  25. Ability to learn and apply purchasing practices, procedures, regulations, and laws.
  26. Ability to work with and understand electronic records, electronic task lists, electronic workflows/approvals, and electronic calendars in addition to hard copy and paper records, schedules, approvals, and lists.
  27. Ability to plan, prioritize, and organize work.
  28. Ability to recognize and report hazards and apply safe work methods.
  29. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency); and, seven (7) years of work experience in purchasing; or, Associate's degree from an accredited college or university in accounting, business, economics, jurisprudence, paralegal, finance, or other business-related field; and, five (5) years of work experience in purchasing; or, Bachelor's degree from an accredited college or university in accounting, business, economics, jurisprudence, paralegal, finance, or other business-related field; and, three (3) years of work experience in purchasing.
2. Minimum of two (2) years' demonstrated experience working with spreadsheets in Microsoft Excel.
3. Minimum of two (2) years' demonstrated experience working with electronic documents in Microsoft Word or similar program(s).
4. Minimum of three (3) years' demonstrated experience working with automated purchasing software systems (Enterprise Resource Planning (ERP) or similar).
5. Minimum of three (3) years' demonstrated supervisory experience.

## Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) offered by the International Supply Management (ISM); or, Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) offered by the National Institute of Governmental Purchasing (NIGP); or, Construction Documents Technologist (CDT) or Certified Construction Contract Administrator (CCCA) offered by the Construction Specification Institute.

## Preferred Qualifications

1. Knowledge of government procurement laws and practices.
2. Public purchasing experience.

---

## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency).
3. College transcript(s), if applicable.
4. Copy of Professional Purchasing Certification(s).

5. Documented evidence of training and experience to satisfy qualifications.
- 

## Examples of Assigned Work Areas

Clark County School District Purchasing and Warehousing Department and auxiliary sites.

---

## Work Environment

### Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

---

## Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, scanners, telephones, adding machines, copy machines, fax machines, filing cabinets/equipment, etc.

---

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/18/23
- Created: 02/17/10