

PURCHASING SUPERVISOR

I. DEFINITION

PURCHASING SUPERVISOR

This is professional work related to the supervision of purchasing activities for a campus or major college within the campus. Positions allocated to this classification supervise: (1) financial specialists, stock clerks, and/or program assistants performing purchasing-related activities; **OR** (2) financial specialists, stock clerks, and/or program assistants performing purchasing-related activities and function as the primary purchasing agent for the campus or major college within the campus, or institution. In addition to supervisory responsibilities, positions which function as the primary purchasing agent develop generic bid specifications; develop, conduct, and award bids; develop, review, and approve justification for bid waivers; develop requests for authority; provide staff and management with training and advice regarding policies and practices; and research products. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Purchasing Agent Program Supervisor.