

CITY COUNCIL MEETING
AUGUST 6, 1986

25

APPROVAL OF CLASS
SPECIFICATIONS AND
SALARY RANGE FOR
PURCHASING OFFICER

RES. NO. 86-116

CC-34

Pursuant to Council's earlier approval of the centralized purchasing and warehouse concept and the subsequent funding in the 1986-87 adopted budget, Council adopted Resolution No. 86-116 establishing the position of Purchasing Officer, designating the Purchasing Officer position as a mid-management position, approved the class specifications for the position, and approved the following salary steps:

A - \$2,390.77, B - \$2,510.31, C - \$2,635.83, D - \$2,767.62,
and E - \$2,906.00

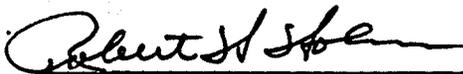
COUNCIL COMMUNICATION

TO: THE CITY COUNCIL	DATE	NO.
FROM: THE CITY MANAGER'S OFFICE	July 29, 1986	
SUBJECT: Approval of the Class Specifications and Salary Ranges for Purchasing Officer		

With the City Council approval of the centralized purchasing and warehouse concept and the subsequent funding in the 1986-87 adopted budget, we have prepared for Council approval the class specification for the above subject position. The recommended salary steps, indicated below, are within the guidelines established when the centralized purchasing concept was first presented to Council at the May 13, shirtsleeve session.

Council approval is hereby requested for the following:

1. Establish the position of Purchasing Officer, occupation code #323, in the General Services group of employees.
2. Designate the Purchasing Officer position as a mid-management position.
3. Approve the class specification attached hereto as Exhibit A.
4. Approve the salary steps as:
A - \$2,390.77, B - \$2,510.31, C - \$2,635.83, D - \$2,767.62,
E - \$2,906.00.



Robert H. Holm, Finance Director

RHH/ea
enc.

RESOLUTION NO. 86-116

RESOLUTION APPROVING CLASS SPECIFICATIONS
AND SETTING SALARY RANGE FOR PURCHASING OFFICER

RESOLVED that the City Council of the City of Lodi does hereby approve class specifications for Purchasing Officer as shown on Exhibit A attached hereto and thereby made a part hereof.

BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby designate the position of Purchasing Officer as a mid-management position and hereby establishes the salary range as follows:

A - \$2,390.77 B - \$2,510.31 C - \$2,635.83
D - \$2,767.62 E - \$2,906.00

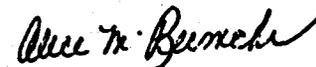
Dated: August 6, 1986

I hereby certify that Resolution No. 86-116 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 6, 1986 by the following vote:

Ayes: Council Members - Olson, Hinchman, Pinkerton,
Snider and Reid (Mayor)

Noes: Council Members - None

Absent: Council Members - None



ALICE M. REIMCHE
City Clerk

EXHIBIT A

CITY OF LODI

PURCHASING OFFICER

DEFINITION

Plans, organizes, directs and participates in a centralized purchasing system. Responsible for procurement of materials and supplies of inventory items for the electric, water and sewer utility enterprise funds. Organizes and directs the City's centralized warehouse operation. Purchases materials, supplies and equipment for all other City departments.

DISTINGUISHING CHARACTERISTICS

This is a high level management position class in the Finance Department. The position is responsible for the performance of procurement and warehousing duties affecting all departments. These duties require extensive external contacts and working relationships. The Purchasing Officer is expected to possess extensive technical knowledge of purchasing methods and techniques and perform difficult managerial and administrative functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direction over several positions in the Purchasing Division including the central warehouse operation.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Confers with department heads and city staff regarding purchasing needs.

Assists departments in the writing of specifications for bids. Attends bid openings. Evaluates or assists in evaluation of bids received and makes recommendations on major purchases.

Maintains contacts with vendors and sales representatives and negotiates with suppliers to obtain best price and terms for City purchases.

Reviews purchase order prices and extensions.

Provides information on the City's purchasing system and central warehouse operation.

CITY OF LODI
Purchasing Officer (Continued)

EXAMPLES OF DUTIES

- Directs inventory control system.
- Trains and evaluates staff.
- Arranges for sale of scrap or surplus City property.
- Prepares, justifies and administers divisional budget.
- Responsible for carrying out a safety program..
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of purchasing.
- Market conditions and current prices.
- Methods to obtain competitive bidding.
- Federal, State and Municipal laws governing City purchases.
- Inventory control procedures.
- Applicable accounting procedures for purchasing.

Ability to:

- Plan, organize and supervise the work of others.
- Plan, organize and develop procurement and purchasing procedures.
- Interpret and explain the City's purchasing system and centralized warehouse operation.
- Maintain records, prepare statistical reports and budgets.
- Establish and maintain effective working relationships with department officials, vendors and subordinates.
- Perform managerial and administrative functions.
- Communicate clearly, orally, and in writing.

**CITY OF LODI
Purchasing Officer (Continued)**

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Four years experience in a governmental or commercial purchasing operation including increasingly responsible work in the areas of purchasing, preparing specifications, inventory control procedures and warehousing.

Education:

Completion of two years of college including courses in purchasing, marketing or business administration.