CLASSIFICATION DESCRIPTION TITLE: PURCHASING SUPERVISOR

FLSA STATUS: Exempt

CLASSIFICATION SUMMARY: Responsible for overseeing the day to day activities of a retail operation. This class is responsible for purchasing, processing, and overseeing merchandise and sales; conducting inventory control; monitoring expenses; and recommending operating procedures based on trends in sales and services. Incumbents have formal supervisory responsibility over lower-level staff.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

2. Oversees store operations, including sales, fiscal transactions, marketing, and customer service

3. Gathers and analyzes data related to vendors on buying various products; determines what to buy, quantity, and necessity.

4. Controls and oversees the inventory process; sets up yearly inventory, determines price adjustments, and establishes policies and procedures for receiving and processing orders.

5. Monitors marketing and display of product merchandise.

6. Monitors budget and department information, such as maintaining balances, researching discrepancies, and preparing related financial reports.

7. Performs other duties as assigned.
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**Training and Experience** (positions in this class typically require):
Associate’s Degree and four years of progressively responsible experience in area of assignment, including lead and/or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Purchasing and procurement principles and practices;
- Marketing and advertising principles;
- Supervisory principles;
- Budgetary principles;
- Customer service principles;
- Recordkeeping principles;
- Computer operating systems and related software applications;
- Applicable federal, state, and local laws, rules, and regulations.

**Skills** (position requirements at entry):
Skill in:
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Developing and promoting programs and merchandise through various marketing methods;
- Maintaining files and records;
- Monitoring work and providing direction;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Providing customer service;
- Working independently;
- Preparing a variety of correspondence, records, requisitions, reports, documents and forms;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
Physical Requirements:
Positions in this class typically require: standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07

______________________________  ______________________________
Signature of Employee                  Date

______________________________  ______________________________
Signature of Supervisor                Date