**Class Summary**

The responsibilities of this classification include assigning and coordinating the work of purchasing specialists and performing the full range of responsibilities identified in the Transit Purchasing Specialist classification.

**Distinguishing Characteristics**

This is the second of a two-level Purchasing Specialist classification series. Work involves providing technical assistance and lead direction to a group of assigned purchasing specialists. Work includes coordinating work assignments; monitoring and adjusting work flows; maintaining quality standards; ensuring adherence to schedules and operating requirements; and ensuring compliance with operating policies, procedures and standards. Work requires incumbents to learn and transfer new and expanded knowledge and skills as parts, components, materials and equipment are modified and updated. Work is performed under the general supervision of higher-level supervisors.

**Examples of Duties**

*In addition to performing the full range of responsibilities of the Transit Purchasing Specialist classification, an incumbent in this classification performs the following:*

1. Coordinate the work of and provide technical assistance to purchasing specialists.
2. Assign work in accordance with work operating requirements and workload demands; control and monitor work flow.
3. Respond to questions and provide advice on parts, supplies, components, systems and equipment requirements.
4. Provide feedback to higher-level staff on employee and teamwork performance as well as any behavioral and attendance issues.
5. Monitor work assignments to ensure work has been completed in a quality manner and inventory, accounting and purchasing systems are properly maintained.
6. Train new and current personnel in purchasing requirements, rules, regulations, policies and procedures.
7. Advise purchasing specialists when their work is deficient or in violation of established regulations and procedures; recommend corrective actions to higher level staff when required.
8. Maintain a variety of required records; enter and extract data in automated systems.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the full range of parts, supplies and equipment required to support a large fleet of diversified types of transit vehicles and the associated facilities

Knowledge of sourcing and vendors for the inventory of parts, supplies and equipment maintained

Knowledge of Federal Transit Administration and King County purchasing rules, regulations, requirements, policies and procedures

Knowledge of industrial, electrical and building maintenance materials and terminology

Knowledge of effective and cost efficient inventory control methods and practices

Knowledge and understanding of parts catalogs, schematics, technical specifications and performance characteristics of the full range of parts, supplies and equipment purchased

Knowledge of automated inventory, purchasing, accounting and maintenance systems and databases

Knowledge of workload planning and scheduling

Knowledge of applicable service standards, operating policies, procedures and regulations

Ability to effectively communicate, both verbally and in writing

Customer service skills

Skill in planning, assigning, balancing and checking work

Skill in handling multiple competing priorities

Skill in training and providing technical assistance

Skill in problem solving

Ability to work different shifts on weekdays, nights, weekends and holidays

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Transit Purchasing SpecialistTransit Purchasing Specialist - Lead |
| **Class History** | 10/2012 – Updated 01/2018 – Removed “vehicle maintenance” |