

County of Putnam
Local Law #11 of 2011
(Passed at the April 5, 2011 Full Legislature Meeting)

**A LOCAL LAW TO AMEND ARTICLE 5 OF THE PUTNAM COUNTY CHARTER ENTITLED
“EXECUTIVE DEPARTMENT”.**

Be it enacted by the Legislature of the County of Putnam as follows:

Section 1.

Article 5 of the Putnam County Charter is hereby amended to read as follows:

ARTICLE 5, Department of Purchasing. (Amended 4-5-2005 by L.L. No. 7-2005; 11-5-2008 by L.L. No. 22-2008)

§ 5.01 Department of Purchasing; Director.

There shall be a Department of Purchasing, administered by a Director who shall be appointed by the County Executive, subject to confirmation by the County Legislature. The Director shall hold at minimum a Bachelor’s degree and be qualified for his or her position by training and experience, including four (4) years experience as a buyer, purchaser or an equivalent position. He or she shall serve at the pleasure of the County Executive and shall have the authority within budgetary appropriations and in accordance with County policy or as may be otherwise required by law, to appoint and remove such staff as may be necessary. The Director shall not hold any other public or political office, whether elected or appointed, as long as he or she remain in current position of County employment. He or she and all full-time managerial employees in the department shall serve on a full-time basis and shall not engage in any private practice nor be employed in their field of expertise with the County by any private or other government entity, except any such employee hired prior to December 31, 2010 may continue in any private practice in their field of expertise until December 31, 2013 as long as they remain in their current position of County employment.

§ 5.02 Director of Purchasing: powers and duties.

Except as otherwise provided in this Charter, the Director of Purchasing shall have the power to:

- (a) Make all purchases of equipment, materials and supplies required for any County purpose and contract for the rental and servicing of equipment for all County departments in accordance with the requirements established by law or by the County Legislature;**

- (b) Assure suitable specifications or standards for all materials, supplies and equipment to be purchased and assure inspection. Of all deliveries to determine their compliance with such specifications and standards;**
- (c) Make purchases for municipalities or other civil divisions of the County upon the written request of the governing body thereof;**
- (d) Have authority to transfer or reassign equipment, material and supplies among offices, departments and agencies of the County upon approval of the County Executive;**
- (e) Operate and maintain facilities for providing mailing as may be authorized by the County Executive or the County Legislature**
- (f) Be responsible for disposing of any surplus, obsolete or unwanted County property in a manner provided by state law;**
- (g) Perform such other and related duties as may be required by the County Executive; and**
- (h) Perform all the duties now or hereafter conferred or imposed by law.**

Section 2.

This Local Law shall take effect forty-five (45) days after its adoption, subject to referendum on petition in accordance with the provisions of Section 24 of the New York State Municipal Home Rule Law.