

DIRECTOR OF PURCHASING, CENTRAL SERVICES AND IT

DISTINGUISHING FEATURES OF THE CLASS: Under the general administrative direction of the County Executive, the incumbent of this class is responsible for planning, organizing and directing the activities of the Purchasing, Central Services and Information Technology units of County government. This involves managing and overseeing the various steps involved in the process of competitive bidding and in establishing contractual agreements which lead to the purchasing of equipment and supplies for various County departments and local municipalities. Responsibilities involve reviewing and approving specifications; analyzing bids to ensure that the product meets the standard specification; establishing, interpreting and monitoring contractual agreements; interpreting policies, rules, procedures and regulations relating to the purchasing of equipment and supplies as established by Putnam County and other pertinent laws concerning public purchasing. Responsibility also involves warehousing adequate supplies and maintaining an inventory of supplies. The incumbent also coordinates information technology services and oversees central services including printing, mailing, and telephone services for County government. Supervision is exercised over a number of technical, clerical and warehouse personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Staffs, supervises, directs and controls the operation and management of a centralized purchasing system and warehouse to provide for the efficient acquisition of County goods and services;

Supervises the preparation of competitive bids on all purchases of materials, supplies and on all contracts for the purchase, repair, maintenance, rental and service of equipment to ensure compliance with State and County laws, goals and policies;

Coordinates the procurement and implementation by administrative departments of network, hardware, software and various other technology requirements;

Recommends County information technology County policies to the County Executive and Legislature;

Evaluates and makes recommendations on emerging technologies in computer systems;

Troubleshoots and resolves all issues related to Information Technology;

Directs the operation of County storeroom;

Establishes and enforces standard specifications for County equipment and supplies, to ensure quality and foster competition;

Assigns and supervises research and market studies in order to prepare economical and efficient alternatives for meeting County goals and objectives;

Establishes priorities for the assignment and completion of the various routine and special purchasing projects for the County departments;

Monitors departmental purchases to ensure consistency with County objectives;

Develops and administers the Municipal Purchasing Program, providing local, towns, villages, school districts or other special

districts the administrative and economic advantage of participation with County bids and contracts;
Authorizes and directs transfers of supplies, materials and equipment among departments, offices or agencies;
Sells or leases any surplus, obsolete or unused supplies, materials, and equipment under rules and established by Act or Local Law of the County Legislature;
Supervises geographic information systems staff;
Supervises website development;
Oversees the maintenance of a perpetual inventory of supplies and equipment;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of purchasing methods and procedures; thorough knowledge of the public competitive bidding process; thorough knowledge of acceptable and legal business practices dealing with vendors including a good understanding of legal aspects and procedures as they relate to the competitive bidding process and contracts; good knowledge of information technology systems; good knowledge of warehouse operation including inventory systems and control, and materials handling; working knowledge of geographic information systems; working knowledge of website development; ability to supervise the work of others; ability to meet and deal effectively with sales representatives and County officials; strong negotiating skills; ability to communicate well both orally and in writing; initiative; thoroughness; accuracy; resourcefulness; good judgment; honesty; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree and four (4) years experience as a buyer, purchaser or equivalent position, which must have included at least two (2) years in a supervisory capacity; or
- b) Bachelor's degree and four (4) years experience in business or government which entailed responsibility for large scale purchases and/or the purchase of a wide variety of products, which must have included at least two (2) years of supervisory experience; or
- c) An equivalent combination of training and experience as defined in a) and b) above.

SUBSTITUTION NOTE: Experience obtained as an intern in Public Administration may be substituted for an equivalent amount of experience in purchasing.

PLEASE NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.