

DIRECTOR OF PURCHASING AND CENTRAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for managing a centralized purchasing system for County government as a whole. This includes, but is not limited to, negotiating contracts and coordinating services such as duplication, maintenance, cleaning, power and communications provision, as needed. Work is performed under general administrative direction of the County Executive. Supervision is exercised over a small number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and operates a uniform system for the procurement of goods and services used by all elements of the County including other civil divisions within the County as approved;

Buys and sells materials, supplies and equipment and contracts for the rental and servicing of equipment for all elements of the County under the controls of applicable advertising and competitive bidding law;

Maintains current inventories of stock items and other materials and equipment owned or controlled by the County, utilizing efficient, modern inventory control records and procedures;

Maintains and operates an expendable supplies store for use by the various agencies of county government on a centralized basis;

Transfers equipment and supplies between departments and agencies as approved by the County Executive;

Prepares or approves suitable specifications or standards for all supplies and equipment for all county departments and oversees system to ensure vendor compliance;

Maintains price lists, catalog files, and other data reflecting price trends and market conditions;

Keeps records, prepares reports and conducts correspondence regarding bids, requisitions, cancellations or orders, price changes and adjustments;

Coordinates, oversees and maintains proper cleaning, maintenance, duplication and communications services to county departments;

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 county and state laws regarding purchasing; good knowledge of business administrative practices and procedures of purchasing in a public agency; some knowledge of supervisory and training techniques; ability to plan and supervise the work of others; ability to establish successful relations and communications with others;

ability to present data and reports clearly and concisely in oral and written form; ability to work independently within the scope of general direction.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree or higher with a major course of studies in administration or business and four (4) years experience as a buyer, purchaser or a related position; or
- b) Bachelor's degree or higher with a major course of studies in administration or business and four (4) years experience in business or government which entailed responsibility for large-scale purchases and/or purchase of a variety of products or a related position; or
- c) An equivalent combination of training and experience as described above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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