ASSISTANT DIRECTOR OF PURCHASING & CENTRAL SERVICES 341-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Director of Purchasing & Central Services overseeing the delivery of general services contributing to the operation of a large municipal corporation which provides diversified services through several work or office locations. General services provided include bid and non-bid purchasing of equipment, supplies and services, several office support services, such as postal or similar services. Supervision is exercised over assigned staff. Work is performed under general direction with considerable leeway for exercise of independent judgment in accordance with established policies.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises staff engaged in bid and non-bid purchasing of equipment and supplies, the provision of centralized office operational services, and the coordinated purchasing of services for facilities owned or leased by the municipality;

Assists in establishing and maintaining purchasing procedures in accordance with statutory, regulatory and policy requirements;

Supervises and participates in the preparation of bid specifications;

Assists in establishing and implementing procedures to provide for the purchase of equipment and supplies and the delivery of centralized office support services for all departments of the municipality;

Trains County staff on proper procedures and protocols for purchasing goods and services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-TERISTICS: Good knowledge of principles and practices of large scale purchasing; thorough knowledge of statutes, regulations, and policies regarding purchasing and bid procedures; good knowledge of the physical layout and basic construction of facilities owned or leased by the County; good knowledge of techniques used in providing consolidated general services to a multi-work site organization; ability to establish procedures in accordance with statutory, regulatory, or policy guidelines; ability to plan and supervise the work of others; ability to write specifications for bid-purchase items; ability to use computer programs including, but not limited to Word, Excel, Outlook and PowerPoint; ability to speak publicly; ability to train county staff as needed on purchasing and policies; familiarity with applicable municipal purchasing systems and account software; and integrity.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and three (3) year of full-time paid experience in large scale purchasing; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and five (5) years of experience in large scale purchasing.