

DIRECTOR OF PURCHASING AND CENTRAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing large scale municipal purchasing functions performed in the County Department of Purchasing and Central Services, including soliciting and analyzing bids, soliciting and analyzing Requests for Proposals, negotiating purchases, utilizing ERP software system and directing such other duties as are assigned to the department. Work is performed under general direction of the Commissioner of Management and Budget, with wide leeway for independently performing the duties of the position. Supervision is exercised over all staff assigned to the department.

TYPICAL WORK ACTIVITIES:

Establishes and maintains purchasing procedures in accordance with statutory, regulatory and policy requirements;

Supervises and participates in the solicitation and review of bids, RFP's and Quotes from vendors for a wide variety of materials, equipment and services;

Maintains information about pricing trends, market conditions and supply sources;

Purchases equipment and supplies;

Directs staff in all purchasing functions;

Maintains liaisons with contractors and sellers;

Directs the preparation of specifications for items or services to be purchased;

Oversees advertising for articles to be purchased; responsible for the removal and disposal of recyclable commodities; experience with ERP software and technology;

Confers with division and department heads concerning purchasing issues;

Directs the activities of a staff providing centralized mail room operation services.

DIRECTOR OF PURCHASING AND CENTRAL SERVICES**Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of municipal purchasing procedures and matters related to the large scale purchasing processes; comprehensive knowledge of markets, trade conditions, and purchasing practices in general, including a knowledge of a wide range of commodities; thorough knowledge of the types of information that should be included in bid specifications; thorough knowledge of the New York State County Law and the General Municipal Law relating to purchasing and bids; thorough knowledge of ERP software and technology; ability to understand and interpret written material; ability to present ideas clearly, both orally and in writing; ability to prepare bid specifications; ability to plan and supervise the work of others; ability to utilize computer software; integrity; good judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher in Business Administration, Public Administration, Accounting, or a related field and eight (8) years experience in large scale municipal purchasing, five (5) years of which shall have been in a supervisory capacity; or

- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Business Administration, Public Administration, Accounting or related field and ten (10) years experience in large scale municipal purchasing, five (5) years of which shall have been in a supervisory capacity.

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Note: Acceptable experience means that the duties performed included the negotiation of contract terms and prices, writing bid specifications, and large scale municipal purchasing of a variety of different goods and services.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and placed in classplan 1/3/2017

Revised and Replaced in Classplan: 1/31/2023