

DIRECTOR OF STANDARDS AND PURCHASES

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for soliciting and analyzing bids, negotiating purchases and making recommendations on large purchases to be made. The incumbent must exercise good judgment in all purchasing decisions and recommendations in order to obtain maximum utilization of budget appropriations. In addition, the incumbent may be responsible for the supervision of the daily operation of Central Services. Work is performed under administrative direction. Supervision is exercised over subordinate employees.

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.*

- Solicits and reviews bids from vendors for a wide variety of materials;
- Keeps abreast of current price trends, market conditions and new or improved supply items;
- Maintains liaisons with contractor and sellers in the dealings with the county;
- Directs the preparation of specifications for items purchased;
- Plans and oversees advertising for articles to be purchased;
- Confers with division and department heads on the needs of their units;
- Reviews requisitions from operating departments and maintains related records on expenditures;
- Arranges for the storage and distribution of supplies;
- Makes inspection of items purchased to determine quality and conformity with specifications on deliveries of materials purchased;
- Supervises the maintenance of an inventory management system;
- Supervises disposal of scrap, surplus and obsolete materials and equipment;
- Supervises clerical employees assigned to the purchasing office, mail and supply room and

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duplicating center;

Develops necessary forms, purchase orders, notice to vendors, blanket orders, confirming orders, receipts of goods, audit of claims, inventory forms, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of markets, trade conditions, business methods and purchasing practices in general, including a knowledge of wide range of commodities; thorough knowledge of County and General Municipal laws relative to purchasing and bids; ability to plan and supervise the work of others; familiarity with reasonable equivalent of products; familiarity with current studies and literature in the field of large-scale purchasing; ability to understand technical oral and written instructions; ability to analyze and compare prices and quotations; integrity; good judgment; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and six years of full-time, paid experience in large-scale purchasing; or
- (B) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Business Administration, Accounting, Engineering or Architecture, and two (2) years of full-time paid experience described in (A) above; or
- (C) Any equivalent combination of training and experience as described in (A) and (B) above.

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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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