

**PURCHASING BID AND CONTRACT COORDINATOR 342-A**

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for directing the competitive bidding process and overseeing the management of contractual agreements for the purchasing of equipment, services, and supplies for all County departments. Responsibilities involve implementing purchasing policies to ensure compliance with all federal, state and local laws, rules, procedures and regulations. Considerable latitude is given for the exercise of independent judgment. Supervision is exercised over administrative personnel. Does related work as required

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.*

Responsible for the monitoring and advising on proper procurement procedures and enforces compliance that all County departments are following the County procurement policy and General Municipal Finance Laws;

Uses independent judgment in purchase of more complex commodity items and services and requires extensive research and analysis prior to deciding the acceptability of products, services, and vendors;

Conducts pre-bid conferences and public bid openings;

Develops, plans, and executes contracts and ensures language reflects services and commodities being provided;

Formulates, issues, receives, tabulates, and analyzes bids and requests for proposals (RFP) for all departments, including specification preparation and monitoring deliveries:

Responsible for bid and non-bid purchasing;

Responsible for reviewing and approving bid and RFP specifications;

Researches, reviews, writes and approves specifications for bid and RFP opportunities;

Determines appropriate methods of procurement, including contract requirement or blanket orders;

Confers with departments and makes recommendations for awarded vendors;

Verifies applicable insurance for the contract process, tracking counterparties;

Reviews schedule of services and applicable fee schedules for bid and contract purposes;

Coordinates with Audit regarding fees, schedules, and pricing;

Answers complaints, suggests solutions to problems, and drafts correspondence;

Compiles data for and prepares financial and statistical reports;

Updates and maintains products and vendor files on computer system;

Communicates with vendors when required regarding delivery status, issues, or shortages; and

Verifies budget allocations for departmental expenditures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern purchasing methods and procedures; thorough knowledge of the public competitive bidding process; thorough knowledge of acceptable and legal business practices dealing with vendors including the understanding of legal aspects and procedures as they relate to the competitive bidding process and contracts; good knowledge of automated inventory systems and control, and materials handling; good knowledge of business arithmetic, 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; ability to use automated systems such as spreadsheets, calendar, email and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; thoroughness; accuracy; resourcefulness; good judgment; honesty.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's Degree or higher and three (3) years of full-time paid experience in large scale procurement and contract administration; or
- (B) Graduation from a regionally accredits or New York State registered college or university recognized by the New York State Education Department with an Associate's Degree and five (5) years' experience as described in (A) above.