

## **SENIOR PURCHASING COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for coordinating centralized purchasing activities both bid and non-bid purchasing services, supplies and materials for a municipality. Work is performed under general supervision. Incumbents of this position may exercise supervision 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.*

Meets with representatives of County departments to determine purchasing requirements and specifications and trains them on processes accordingly;

Responsible for bid and non-bid purchasing, including specification preparation and monitoring deliveries and creates a report on status as requested;

Answers complaints through problem solving and drafts and sends correspondence;

Compiles data for and prepares financial and statistical reports;

Updates and maintains products and vendor files on computer system;

Assists others with questions and problems relating to the computer system;

Approves requisitions and purchase orders;

Supervises and trains subordinates and trains designated department staff on various processes;

Administration of the County Procurement Card and all other Commodity cards that are implemented by the County;

Confers with department heads or designated representatives to determine needs and to provide advice on purchasing matters;

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Keeps current on price trends and market conditions and new or improved items;

Develops and prepares request for quote (RFQ), request for proposal (RFP) documents and analyzes them for conformance with state and local regulations;

Formulates bid documents;

Reviews and recommends approval of bid documents;

Develops and revises specifications for supplies and equipment as directed by County Administration in order to ensure impartial and non-restrictive competition;

Develops training materials and facilitates on-going instruction of County personnel in order to facilitate adherence to and understanding of policies and procedures related to the purchasing function;

Maintains liaison with vendors and contractors and investigates their reliability and capacity to meet the criteria of governmental purchasing;

Performs special purchasing projects, cost analysis, standardization reviews and survey of County requirements for specific items;

Works with Budget Office to review account class expenditures to manage the procurement process within annual appropriations;

Works with internal/external auditors to monitor and assess the procurement process and to modify and/or make procedural corrections to maintain compliance with all applicable laws;

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Assigns tasks to subordinate staff and periodically reviews the work to ensure compliance with appropriate policies and procedures;

Reviews, interprets and approves the use of New York State OGS contracts, applicable GSA contracts and other purchasing contracts authorized by General Municipal Law; Reviews and keeps current knowledge on laws, procedures and NYS Comptroller's Office

opinions regarding government purchasing procedures;

Attends meetings, conferences and workshops as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of principles, practices and procedures of large scale purchasing; working knowledge of bid and non-bid purchasing and specification writing; working knowledge of good record keeping; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; and ability to compile information and prepare bid specifications.

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, and three (3) years 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 full-time, paid experience in large-scale purchasing; or

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- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time, paid experience in large scale purchasing.

**NOTE:** *Successful completion of coursework in Business Administration, Accounting, or a related field, may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.*

**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.