

DIRECTOR OF PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the direction, organization and implementation of a purchasing program for the operation of Broome County government including acquisition of a wide range of materials, supplies and equipment. The Director prepares and approves bid specifications, as well as approves purchases and makes recommendations regarding purchasing which both contacting vendors and interviewing sales people. The work is performed under the general direction of the County Executive with wide latitude allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over the work of subordinate support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and maintains a centralized purchasing system, which includes the establishment of purchasing policy and procedures for such system;

Oversees and supervises the purchasing of all materials, supplies, equipment and contracts for the County;

Sells or leases any surplus, obsolete or unused supplies, materials and equipment under such rules and regulations as may be established by resolution of the County Legislature;

Inspects, supervises or otherwise provides for the inspection of all deliveries of supplies, materials and equipment and determine their quality, quantity and conformity to contract;

Upon the request of any city, town, village, school district or any other unit of local government, acts as Director of Purchasing or the same, either for all or for any part of its purchases, upon such conditions as may be prescribed by the County Legislature;

Executes all contracts on behalf of the County with respect to the buying and selling or leasing of any supplies, materials or equipment, for an amount not to exceed the sum fixed by the general municipal law of the State of New York as the monetary limit above which the competitive bidding process must be employed;

Solicits and reviews bids from vendors for a wide variety of commodities;

Confers with department heads and their representatives on the purchasing needs of their agencies;

Consults with the County Attorney with regard to legal requirements of bidding procedures;

Recommends rewording of contracts to vendors for the purchase of supplies and equipment;

Reviews requisitions from operating departments and oversees coding of expenditures and related clerical activities associated with the purchasing process;

Ensures that delivered commodities are undamaged in accordance with agreed upon terms as well as resolves problems with vendors relating to invoices, delivery damage and deliveries;

Maintains current State contract files for reference by the department heads;

Plans and oversees advertising for items to be purchased;

Analyzes purchasing projects and work systems to determine potential for cost reduction and increased effectiveness and efficiently;

Designs procurement policies for acquiring items which are ordered by internal departments on a regular basis, including commodity forecasting and consolidation of purchases between departments;

Maintains liaison with contractors and vendors in purchasing negotiations;

Advises staff members in regard to availability of goods and services;

Keeps abreast of current price trends, market conditions and new or improved items of supply;

Maintains computer based records for inventory control and pricing;

Establishes location for storage and procedures for distribution control of supplies and equipment;

Prepares a variety of records and reports related to work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of market trade conditions, business methods and current purchasing practices and procedures;

Thorough knowledge of modern principles and practices of governmental purchasing;

Thorough knowledge of Federal, State and local laws governing purchasing practices;

Good knowledge of office terminology, procedures and equipment;

Good knowledge of business arithmetic and English;

Ability to prepare and interpret purchase specifications;

Ability to analyze bids and make purchase recommendations;

Ability to establish and maintain good working relationships with department heads and others;

Ability to understand follow complex oral and written directions;

Ability to plan and supervise the work of others;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to operate a computer to retrieve data.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in either:
 - 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
 - 2) a position responsible for large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of experience in either:
 - 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions,; or
 - 2) a position responsible for large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR
- C) Graduation from high school or possession of an equivalency diploma and five years experience in either:
 - 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
 - 2) a position responsible for large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.