

PURCHASING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the purchase of a wide range of materials, supplies, and equipment. An employee in this class passes upon purchases, analyzes bids, and makes recommendations regarding purchases, interviews sales persons, and contacts vendors. Under General Municipal Law 103, work is performed under the general supervision of the County Manager with leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established policies. Supervision is exercised over subordinate employees. The incumbent does related work, as required.

TYPICAL WORK ACTIVITIES: Directs the development of County purchasing policies; Oversees the negotiating of contracting for the purchase of equipment, supplies and services required by the County;

Confers with departments regarding supply and equipment needs;

Administers bidding process within established limits (e.g. prepare specifications with departments, prepares Legal Notices, evaluates bids, recommends vendors, conduct vendor meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements;

Recommends the awarding of contracts after study of bids;

Reviews purchase orders for operating departments, and related clerical work attached to purchasing process;

Maintains liaison with contractors and vendors in purchasing negotiations;

Follows up on delayed deliveries as necessary;

Oversees the operation of the Central Printing Department with regards to supply, and equipment purchasing and the processing of inter-departmental mail, the U.S. mail, freight shipping and delivery systems;

Enters into agreements with various municipal governments and other authorized agencies;

Along with the Genesee County Treasurer, acts in capacity as Administrator of the Procurement Card System, to include, but not limited to, the training of new cardholders, revision of transaction and monthly dollar limits, and updating of Procurement Card forms and procedures;

Develop yearly department financial and program budgets and review with County Manager. Monitor results throughout the year;

Follow up on contract renewal with vendors while keeping departments advised;

Prepare various vendor correspondence, not limited to, solicitation available notification, award or rejection notice, follow-up correspondence, "Best & Final Offers, etc.;

Develop Bid, Request for Proposal, Quotes, and Addenda for posting on the Empire State Bid System;

Maintains purchasing information, files and records (e.g. Request for Proposals, Bids, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines;

As authorized by County policy, works with County Departments to dispose or recommend the disposal of surplus items for the purpose of providing an efficient process for the County to dispose of obsolete equipment, furnishing and vehicles.

Supervises the housekeeping staff and oversees all operations of such throughout the County;

Set policy and guideline for delivery of a cost-effective purchasing process;

Assess, manage and mitigate risks;

Measure and track key performance indicators for the Central Services Department.

CONTINUED.....

PURCHASING DIRECTOR

Page 2

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of market trade conditions, business methods, and current governmental purchasing practices and procedures; good knowledge of current practices governing the preparation of purchase specifications; good knowledge of Federal, State and Local Law, codes and rules regulating governmental purchasing; good knowledge of office terminology, procedures and equipment; ability to establish and maintain good working relationships with department heads, vendors, and others; ability to understand and follow oral and written directions; ability to maintain records and reports; computer skills, especially in MS Office to include Word and Excel; good judgment; initiative.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education,
AND EITHER:

- A. Possession of a Bachelor's Degree or higher AND one (1) year of full-time paid experience involving the acquisition and purchasing of supplies and equipment, **AND** one (1) year of supervisory experience;

CONTINUED.....

PURCHASING DIRECTOR

Page 3

OR:

- B. Possession of an Associate Degree field AND three (3) years of experience as defined in A above, **AND** one (1) year of supervisory experience.

NOTE: Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 4/7/88

Revised 8/9/13

Revised 7/29/15

Revised 8/10/15

Revised 4/19/21

Revised 4/16/24