

ASSISTANT DIRECTOR OF PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work of a moderately complex nature involving responsibility for assisting the Director of Purchasing in the planning, coordination and implementation of policies and procedures and overseeing daily activities of the County of Rockland's centralized purchasing function. The work is performed under the general supervision of the Director of Purchasing and in accordance with policies set by the County Executive who is the County Purchasing Agent as provided in Article III (3.02)(w) of the Rockland County Charter. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and arranges for the purchase of supplies, services, materials, and/or equipment for the county in accordance with applicable laws, regulations and policies;

Oversees the day-to-day activities of the Purchasing Division of the Department of General Services by ensuring compliance with laws, regulations, and policies, by supervising staff, etc.;

Assists the Director in formulating policies and procedures for the County's centralized purchasing system by gathering and evaluating pertinent data, researching laws and regulations and making effective recommendations for new or revised policies and procedures, etc.;

Oversees and completes special projects, as assigned by the Director of Purchasing;

Oversees and monitors the progress and completion of projects in accordance with County objectives;

Attends a variety of meetings, including those with the Director of Purchasing, in order to explain and exchange information, resolve problems, make decisions, etc.;

Establishes and enforces standard specifications with respect to supplies, services, materials and equipment;

Prepares a variety of reports;

May act for and in place of the Director, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, practices and procedures regarding purchasing in a public agency; good knowledge of modern business administrative practices and principles; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to analyze and interpret complex written material such as government regulations; ability to supervise the work of others; ability to use computer software (e.g. word processing, spreadsheet applications) applicable to the purchasing function*.

MINIMUM QUALIFICATIONS: A Bachelor's degree and three (3) years of administrative or managerial experience in a public or corporate setting which substantially included responsibility for a large-scale (e.g., supervise at least 10 employees; annual budget of at least \$75 million) purchasing function.

*To be demonstrated during the probationary period.

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for-year basis, up to a maximum of four (4) years.

PROMOTION: One (1) year of permanent status as a Purchaser II.

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Competitive