

## **DIRECTOR OF PURCHASING (COUNTY)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and technical work involving responsibility for developing and implementing policies and procedures for the operation of the County's purchasing function. The work is performed under the direction of the Commissioner of General Services 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 provided to professional, technical and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements policies and procedures for the operation of a County-wide purchasing system;

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

Purchases and/or oversees the purchase and sale of materials, supplies and equipment, and contracts for the rental and servicing of the equipment for all County departments;

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

Determines the quality, quantity and conformity to contracts or purchase orders of supplies, materials, and equipment delivered and accepts or rejects deliveries which do not conform to specifications;

Sells or leases any surplus, obsolete or unused supplies, materials and equipment under specific guidelines;

Establishes and maintains procedures and may transfer supplies, materials and equipment between departments, offices and agencies;

Performs other related duties as directed by the County Executive;

May, if authorized by the County Executive, execute all contracts on behalf of the County with respect to the buying and selling or leasing or any supplies, materials or equipment;

May oversee the storage, inventory and distribution of common supplies.

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

Thorough knowledge of laws, practices and procedures regarding purchasing in a public agency; good knowledge of business administrative practices, procedures and equipment; good knowledge of inventory control practices; ability to plan and supervise a purchasing program for a large municipality; ability to communicate effectively, both orally and in writing; ability to supervise the maintenance of moderately complex records and prepare complex reports; ability to prepare and/or supervise the preparation of purchasing specifications.

**MINIMUM QUALIFICATIONA:** A Bachelor's degree and either

1. Four (4) years of experience as a Purchaser, Buyer, etc., or
2. Four (4) years of business or management experience with responsibility for a large scale purchasing function as a substantial portion of the work.

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

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

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Competitive