

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and technical work involving responsibility for the procurement of all goods and services, materials, and equipment and for developing and implementing policies and procedures for the operation of the County's procurement and 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 exercised over professional, technical and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Establishes and operates a uniform system for the procurement of goods and services used by the County which includes the preparation and maintenance of purchasing policies and procedures for such system;

Buys and sells materials, supplies, equipment and services while adhering to competitive bidding regulations for all county operations;

Develops and implements strategic purchasing plans to optimize cost-efficiency, quality and supplier relationships;

Conducts market research and analysis to identify potential suppliers, negotiate contracts and evaluate vendor performance;

Evaluates supplier capabilities, conducts supplier audits and negotiates favorable terms and pricing;

Monitors supplier performance, resolves any issues or conflicts and identifies opportunities for improvement;

Implements cost-saving initiatives and strategies, such as bulk purchasing, negotiating better prices or exploring alternative suppliers;

Establishes, enforces and approves standard specifications with respect to supplies, materials and equipment for all county departments and oversees system to ensure vendor compliance;

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;

Develops and manages the purchasing budget, ensuring financial targets are met while maintaining quality standards;

Maintains a thorough understanding of market trends, new technologies, and industry developments affecting purchasing practices;

Performs other related duties as directed by the County Executive.

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

Thorough knowledge of the principles and practices of purchasing and matters related to the purchasing, sourcing and contract management process, particularly in regard to governmental purchasing; thorough knowledge of laws, practices and procedures regarding purchasing in a public agency; thorough knowledge of administrative principles and practices; ability to evaluate bids and proposals; ability to compare prices and quantities and consider vendor contract terms; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to analyze and interpret complex written material such as government regulations; ability to prepare and/or supervise the preparation of purchasing specifications; ability to use computer software (e.g., word processing, spreadsheet applications) applicable to the purchasing function.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Business Administration, Business Management, Organizational Management, Public Administration or comparable curriculum, and five (5) years of administrative, supervisory or managerial experience in a public or corporate setting which substantially included responsibility for a large-scale purchasing function.

**NOTE:** Additional years of the required experience may be substituted for college on a year-for-year basis.

**PROMOTION:** Two (2) years of permanent status as an Assistant Director of Purchasing.