

DIRECTOR OF PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This is a Town Officer position concerned with administrative and technical work in the procurement of all supplies, materials and equipment for the town. The work is performed under the general direction of the Town Supervisor. Technical direction and guidance is given to personnel involved in procurement activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Purchases and oversees the purchasing of a variety of supplies, materials and equipment;
Reviews requisitions and purchase orders to insure conformance with purchasing requirements and procedures;
Develops and revises specifications;
Contacts vendors to obtain information as to availability of product, price, service and delivery dates;
Prepares specifications for public bidding, analyzes bids and recommends awards;
Consults with department heads as to their purchasing needs;
Prepares and maintains procurement manuals and instructs personnel in their use;
Oversees the maintenance of equipment inventories;
Attends conventions and meetings pertaining to purchasing activities;
Maintains related files and records;
May oversee the storage, inventory and distribution of common supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business administrative practices, procedures and equipment; good knowledge of practices and procedures of purchasing for a public agency; good knowledge of inventory control practices; ability to plan and to provide technical direction and guidance; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in oral and written form; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) years of experience in business administration, one (1) year of which must have involved purchasing as a responsibility.

NOTE: A Bachelor's degree or higher may be substituted for three (3) years of experience, except that if the degree is for a major course of studies in administration or business it may be substituted for four (4) years of experience.

TOWN/PUBLIC OFFICER:

- a) In accordance with Sec. 20, Para. 3 (e) of the Town Law, this is a Town Officer position holding office (although in the Competitive class) until the first day of January next succeeding the first biennial town election held after the time of appointment with a two (2) year term appointment commencing January 1 following biennial town elections*.
- b) As provided for by Sec. 23, Town Law, this is a Public Officer position. As such, one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed and must not have been convicted of a violation of selective training and service acts of the United States.

*A Town may adopt a local law making this position a permanent competitive class appointment without a term. The Town of Clarkstown adopted Local Law No. 8-1979, and the Town of Ramapo adopted Local Law No. 6-1998, thereby eliminating the term of office in their jurisdictions.