

PURCHASING DIRECTOR

CODES/PAY RANGE

Class Code: 1430

EEO Code: A

FLSA: E

Pay Range: C

MAJOR FUNCTION

Responsible administrative work directing the county's centralized purchasing activity for the purchase and disposal of all of the commodities; acquisition of professional, consultant, and contractual services; directing the County's automated Extended Purchasing System (EPS); operating and managing the Disadvantage Business Enterprise (D&MBE) Program, and the purchase and sale of real estate.

ILLUSTRATIVE DUTIES

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

Directs and supervises the work of professionals and clerical personnel. Directs Disadvantage Business Enterprise Program.

Supervises the purchase of all goods and services for all user divisions/activities.

Monitors and assures compliance with state statutes and the county's ordinance, purchasing policies and procedures.

Responds to requests for information and other services as required by County Manager and County Council.

Serves as Purchasing Director (Advisor) on various task forces and committees.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Federal, State and local governmental purchasing practices, principles, methods, and procedures. Knowledge of laws, rules, and regulations governing purchasing operations. Knowledge of the grades and qualities of commodities, market practices, price trends, pricing methods, and sources of supply. Knowledge of accounting principles as they relate to procurement and maintenance of purchasing records.

(Purchasing Director continued)

Ability to prepare written and oral reports concerning purchasing practices. Ability to establish and maintain good working relationships with vendors, associates, management and the general public. Ability to effectively supervise a staff of clerical and professional employees. Ability to use personal computer and other small office machines.

MINIMUM QUALIFICATION

Bachelor's degree in Business Administration, Public Administration or related field, and five (5) years of responsible experience in purchasing with at least three (3) at a supervisory or managerial level. Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Official (CPPO) certification required.

A comparable amount of experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to talk and hear.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical journals, financial reports, legal documents, abstracts and schematics. Ability to prepare business letters, reports, financial reports, policies, procedures and summaries. Ability to perform functional business math. Ability to speak publicly and extemporaneously; conversant in theory and practices of discipline to layman.

Revised 10/97
Replaces 10/94