

Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 07/06/2023

ASSISTANT PURCHASING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position, involving the planning and operation of a centralized purchasing system. Duties of this single-position class include the buying, selling, and leasing of County supplies, materials, equipment, and services under the general supervision of the Director of Purchasing. Supervision is exercised over the work of technical and clerical staff. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes and maintains a centralized purchasing system, including procurement, of equipment, supplies and materials;
Develops procedures, regulations and guidelines to efficiently implement a centralized purchasing system;
Consolidates and establishes specifications for equipment, supplies, services and other materials;
Reviews requisitions for equipment and supplies to ensure compliance with established regulations and procedures;
Supervises and ensures conformity with bidding procedures for the purchase of supplies, materials or services;
Arranges and promulgates rules for the sale or lease of obsolete or excess supplies or equipment;
Serves as resource person regarding purchasing for department heads and other officials;
Meets with sales representatives;
Makes final review of purchase orders;
Formulates all agreements for contracted services;
Maintains perpetual inventory records and prepares periodic activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern purchasing policies, methods and practices; thorough knowledge of business arithmetic and English; good knowledge of County operations, organization and functions; ability to prepare bids and specifications for equipment and supplies; ability to plan and supervise the work of others; ability to meet and deal effectively with sales representatives; ability to maintain records and prepare periodic reports; integrity; sound judgment.

Continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in business, public administration, economics or a closely related field; **OR**
- (B) Possession of Associate's Degree in business, public administration, economics or a closely related field **AND** one (1) year of experience in large-scale purchasing of a variety of commodities in the private sector or public agency; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in large-scale purchasing of a variety of commodities in the private sector or public agency.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 03/02/1982
Revised: 11/14/1995, 03/07/2006, 07/06/2023