



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **DIRECTOR OF PURCHASING#**
Jurisdictional Class: Non-Competitive (PJC)
Civil Division: County
Adoption: CSM 3/13/19
Revised: CSM 5/8/19

DISTINGUISHING FEATURES OF THE CLASS: This is a professional purchasing position responsible for developing and implementing policies and procedures throughout the County for the purchasing of all goods and services on behalf of all County departments; which responsibilities shall include without limitation: (1) developing and implementing the County Purchasing Policy consistent with all federal, state laws, rules and regulations, (2) researching and identifying commodity, source, and pricing information for all purchases, (3) determining applicable public advertisement and bid requirements pursuant to General Municipal Law §103 and implementing same, (4) prescribe the form of requisitions, and of receipts for supplies delivered without requisition, that will be required for all County purchase, and (5) shall be the custodian of all vouchers, requisitions, receipts and other papers pertaining thereto which shall be open to the public inspection. Director of Purchasing shall make all purchases and contracts for supplies for the various county offices, buildings, institutions and grounds of the county, and shall let to public advertisement and bid all purchases when so required. Reports directly to the County Administrator. Supervises the activities of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responsible for drafting and administering the County's Purchasing and Procurement Policies;
Maintains and monitors the County's Policy for Fixed Assets;
Ensures county purchasing policies are accurate and up to date;
Ensures county purchasing practices are conducted in compliance with Federal and State laws, rules, and regulations as well as County policies;
Prescribes requisitions forms and receipts for deliveries without requisition;
Maintains copies of all vouchers, requisitions, receipts, and other documents;
Develops and manages policies regarding equipment replacement schedules;
Coordinates shared service projects related to joint purchasing;
Develops and implements sustainable and green purchasing and procurement policies;
Responsible for the purchasing of materials, equipment and supplies for all County departments;
Assists department personnel in determining data for and prepares specifications for procurement of equipment and supplies;
Researches suppliers and state contracts and prepares quotations used in the procurement of items used by the county;
Prepares and maintains a wide variety of records and reports on purchasing activities and stock and inventory control matters;
Assists with the preparation and organization of auctions, for the purpose of disposing of surplus items;
Prepares bid specifications, soliciting, supervision of staff, purchasing policy and awarding of bids;
Processes vouchers and forwards to the County Administrator;
Analyzes bids/proposals received and makes recommendations to departments and Legislature;
Seeks ways to make current system more efficient;
Establishes and maintains communication with contiguous counties to share information regarding specific vendors, purchases or policies to be certain Cayuga County is purchasing best quality for the lowest price;
Responsible for preparation and administration of purchasing budget and monthly reports;
Solicits and reviews bids from vendors for a wide variety of commodities;
Awards contracts of sale of vendors following review of bids;
Coordinates purchasing activities with other municipalities and the Community College.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of purchasing;
Good knowledge of New York State Laws and policies and procedures relating to purchasing;
Good knowledge of financial recordkeeping;
Good knowledge of office terminology equipment and procedures;
Ability to read and interpret catalogs, sales contracts, maintenance agreements, and other moderately complex material;
Ability to prepare advertisements and bid specifications;
Ability to establish and maintain effective working relationships with a variety of people including department heads, employees, vendors, and contractors;
Ability to communicate effectively both orally and in writing;
Ability to operate a personal computer and utilize common office software programs for word processing, spreadsheets, and record keeping;
Physical condition commensurate with the demands of the position including moderate lifting.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in either:**
- 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
 - 2) a position responsible for large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of experience in either:**
- 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
 - 2) a position responsible for large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; **OR**
- C) Graduation from high school or possession of an equivalency diploma and eight (8) years of experience in either:**
- 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
 - 2) a position responsible for large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; **OR**
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.**

SPECIAL REQUIREMENT(S):

Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) preferred.