

DIRECTOR OF PURCHASING

Department: General Services

Classification: Competitive

Specification Number: 2600

Approved: 8/18/2022

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and four (4) years of experience in purchasing; or,**
- b) Graduation from a standard senior high school and eight (8) years of experience in purchasing; or,**
- c) An equivalent combination of education and experience as defined by the limits of a) and b).**

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for directing and operating the purchasing function for the town. Work involves the processing of requisitions and bids. The incumbent directs the preparation of specifications and the opening of bids. Work involves the supervision of a clerical employees who may be involved in the purchasing function. Work is performed under the general direction of the Commissioner of General Services with whom the incumbent confers on matters affecting general purchasing policies and procedures, but the individual is expected to exercise a considerable amount of independent judgment and initiative in the performance of duties. Does related work as required.

TYPICAL WORK ACTIVITIES

Directs and oversees the preparation of specifications on bid items, the distribution of information to prospective contractors and vendors, and the interviewing of contractors and vendors and their representatives regarding product characteristics, prices and market practices;

Prepares schedules for opening bids; opens and tabulates bids; recommends award of bids on the basis of analyses made;

Reviews and approves bidder's qualifications;

Reviews the Town's procurement policy periodically to ensure the policies and practices are in accordance and compliance with all NYS laws;

Meets with Town Auditors to review Town purchasing and bidding procedures;

Works with outside agencies to ensure procurement compliance on grant funded projects;

Consults regularly with other town departments in regard to supply and equipment needs;

Reviews purchase requests and makes decisions regarding methods of purchasing;

Corresponds with and interviews vendors and their representatives regarding price changes, discounts, shipping methods, adjustments and cancellations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of purchasing methods and procedures, including writing of specifications for a wide variety of purchases and of shipping methods and inventory control; thorough knowledge of the laws, regulations and procedures governing town purchasing; thorough knowledge of the sources, prices, market factors, and product characteristics applicable to the needs of town government; some knowledge of office management practices, procedures and appliances; ability to plan, assign and supervise the work of subordinate employees in a manner conducive to full performance and high morale; ability to develop procedures and techniques for locating sources of supply, solicitation of goods and the tabulation and analysis of goods with special reference to competitive bidding; ability to establish and maintain effective working relationships with vendors and town officials; physical condition commensurate with the demands of the position.