

PROGRAM ADMINISTRATOR (PROCUREMENT SERVICES PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for all of the administrative processes involved in the development, control and management of contracts for services and/or equipment for all County departments, as well as for the establishment of Cooperative Contracts to be utilized by multiple Government agencies. Responsibilities include monitoring contract compliance with federal, state, and county regulations; analyzing existing operational needs and making recommendations on same; and supervising and/or preparing bid specifications, requests for Bids while adhering to procurement regulations relating to minority and/or women owned business enterprises (MWBE), as well as Disadvantaged Business Enterprises (DBE) in accordance with New York State Executive law and under the auspices of the New York State Economic Development Corporation, governed by the New York State Office of General Services. Extensive contacts are maintained with county departments and local municipalities employees engaged in these functions, as well as the Law Department to ensure that all contracts are in accordance with appropriate laws and regulations. Contacts are also established and maintained with service and equipment vendors. The incumbent serves as a "lead" buyer or may supervise professional and clerical staff. Does related work as required, including full engagement in the routine purchase of commodities utilized by all County Departments.

EXAMPLES OF WORK: (Illustrative Only)

Consults with appropriate department/division heads from Westchester County and any participating municipalities to determine service and equipment needs, availability and appropriate utilization of contract services, expiration dates and renewal needs and subsequently recommends, orally and/or in writing proposals for the acquisition of services/equipment;

Develops and implements contracts for services/equipment by ensuring the best terms, fastest development process, appropriate implementation, and compliance to agreed terms and conditions;

Analyzes terms of current and proposed capital procurement contracts to ensure that obtained services/equipment meet specifications and to negotiate contract amendments;

Acts as a lead buyer and supervises staff engaged in procurement functions and monitors operations;

Participates in and supervises the development and preparation of bid specifications / RFB's to ensure adherence to procedural and regulatory guidelines;

Participates in and supervises the issuing and awarding of bids upon departmental approval and in accordance with established procurement procedures;

Ensures administrative approval and budgetary appropriation for requested contract services/equipment;

Confers with appropriate members of the Law Department or County officials on matters requiring legal interpretation;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the preparation and submission of fiscal reporting requirements to appropriate personnel;

Participates in public meetings, forums or symposia to keep abreast of current trends in area of procurement assignment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of the principles and techniques used in the acquisition of a variety of services and equipment; good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to prepare contract agreements; ability to communicate effectively both orally and in writing; ability to interpret and apply laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships with salespersons, vendors, representatives of contract agencies from multiple municipalities and county officials; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, email and database software; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years' experience, one year of which must have been in a supervisory capacity, in either: (a) fiscal management, contract management or grant management; or (b) as a buyer or purchasing agent of diversified materials or equipment for a large company or governmental organization.

SUBSTITUTION: (1) Satisfactory completion of a Master's Degree* in Accounting, Business Administration, Finance, Economics or closely related field may be substituted for one year of the above stated experience. (2) Satisfactory completion of a one year Public Administration internship in a government agency may be substituted for one year of the above stated experience. There is no substitution for the one year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.