

PROGRAM SPECIALIST (SHARED SERVICES-PURCHASING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Purchasing Agent, this position located in the Department of Finance, assists in the promotion, development and execution of purchasing functions relating to shared services with local municipalities and school districts. Responsibilities include conducting considerable community outreach to foster relationships and engender municipal and school district support to identify purchasing and/or contractual needs as well as to educate officials about the County Finance Department's purchasing operations. Work also involves assisting the Purchasing Agent with the considerable coordination required with purchasing staff, the County Executive's Office and the Law department to enter into shared service agreements, and in providing services and/or equipment in accordance with the terms of agreements. Supervision is not a responsibility of this class. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Assists the Purchasing Agent and Deputy Purchasing Agent in the development and execution of shared service agreements with municipalities and school districts for purchasing and/or contractual needs;

Maintains and updates the County's Bureau of Purchase and Supply on-line portal, keeping all purchasing agreements and documents up to date and as a source of useful information for all municipalities and school districts;

Conducts regular and ongoing community outreach tasks to educate municipal and school district officials about the Purchasing Division's shared services program and perform needs assessments, as directed;

Researches and participates in determining the practicality of shared services contract agreements (cooperatively or for piggyback purposes), surveys municipalities for interest;

Collaborates with participating municipalities and school districts in developing specifications for the competitive bidding of cooperative contracts;

Participates in writing, posting, and awarding bids in collaboration with municipal and school district officials;

Serves as liaison between municipal agencies, the Finance Department, the County Executive's Office and the Law Department in the development, implementation and progress of shared services;

Participates in the evaluation of required resources, cost estimates and proposals for shared service initiatives;

Participates in the development and implementation of divisional policies to ensure that services provided to municipalities conform to those of the department;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Participates in preparing requests for bids (RFB's) for shared services and assists in managing vendor relationships to ensure the delivery of required products and services in a timely and cost-effective manner;

Documents resource needs, work status, cost projections and future requirements for programs and service offerings;

Prepares documentation for municipal shared services, as required;

Serves as the liaison to municipalities and school districts; answers inquiries both in writing and over the phone;

Posts, distributes and compiles requirements from municipalities and school districts;

Participates in planning, coordinating, writing and preparing presentations at Shared Services events.

Researches contracts that can produce savings if done cooperatively for discussion with management; consults and discusses with the municipalities and performs surveys as needed;

Participates in the implementation of performance measurement standards; performs analyses on efficiency of shared service agreements;

Assists in establishing and enforcing standard specifications for the purchase of all materials, supplies and equipment;

Reviews requisitions and purchase orders against specifications and catalogues;

Reviews requisitions and purchase orders with departments for clarification;

Participates in conducting pre-bid conferences, public bid openings, and post-bid conferences;

Creates and prepares purchasing documents utilizing internal and external bid systems;

Consults with department buyers on bid and award procedures as required;

May perform other relate duties, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of competitive purchasing procedures; good knowledge of laws relating to public purchasing procedures; good knowledge of laws relating to public purchasing in Westchester County; knowledge of source documents in the purchasing of a great variety of items; good knowledge of acceptable business practices in dealing with product suppliers; good knowledge of budget and accounting classifications against which departmental charges may be made; ability to meet and deal effectively with vendors and County departmental representatives; ability to communicate effectively, both orally and in writing; ability to use computer applications or other database systems such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; thoroughness; accuracy; honesty; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Six years of experience in government operations, which included or was supplemented by two years of experience which must have involved purchasing, contracts, and/or assisting in the development and implementation of service delivery or operational systems.

SUBSTITUTION: College credits may be substituted at the rate of 30 credits* per year on a year for year basis for up to two years of the above stated general experience. There is no substitution for the two years of specialized experience.

**DEFINITION: Purchasing experience is defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people will not be considered qualifying experience. Further, clerical experience in the processing or preparation of purchase order forms is not qualifying 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 Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C3281
Job Group: X