

ASSISTANT DIRECTOR OF PURCHASING

GENERAL STATEMENT OF DUTIES: Assists in the direction of purchasing materials, equipment and supplies for a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Purchasing, incumbent in this class is responsible for assisting in the purchase, storage, inventory and distribution of all equipment, materials and supplies used by the municipality. Incumbent has the authority to act for and on behalf of the Director of Purchasing. Partial supervision is exercised over subordinate clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision and direction of a central purchasing system within a municipality;

Reviews and writes specifications for a variety of materials, equipment and supplies for municipal departments;

Assists in summarizing bids and confers with Director of Purchasing as to recommendation;

Maintains complete file of bids and purchases;

Confers with department heads in order to evaluate equipment and supply needs so as to prepare preliminary budget;

Checks on deliveries of materials ordered, late shipments, shortages;

Interviews salesmen and company representatives in order to gain a more thorough knowledge of products being ordered;

Works closely with data processing department to assure computerized inventory control system is up to date;

Prepares reports and answers correspondence;

Assists in selling surplus and obsolete equipment and accumulated salvage material.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of purchasing a wide and varied number of articles, goods and equipment in-so-far as price and quality are concerned; good knowledge of maintenance methods for automotive and office equipment; knowledge of storage and inventory control; knowledge of modern purchasing methods and procedures; ability to meet and deal effectively with salesmen and departmental representatives; familiarity with current studies and laws governing governmental purchasing; honesty; initiative; resourcefulness; accuracy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) graduation from a recognized college with a Bachelor's Degree and two (2) years of experience in business administration, including one (1) year involving the acquisition and purchasing of supplies and equipment; or (b) Associate's Degree in Business Administration and three (3) years of experience in business administration, including one (1) year involving the acquisition and purchasing of supplies and equipment; or (c) six (6) years of experience in business administration, including the one (1) year of specialized experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.