

DIRECTOR OF PURCHASING

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal management, the employee in this class is responsible for the purchase, storage, inventory and distribution of all equipment, materials and supplies used by the municipality. Careful judgments must be exercised at all times since erroneous decisions may result in the loss of large sums of money. Supervision may be exercised over a small number of clerical employees.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and directs a central purchasing system;

Prepares and writes specifications for a variety of materials, equipment and supplies;

Summarizes bids and makes recommendations to the Board;

Does buying as required;

Prepares purchasing contracts;

Maintains complete file of bids and purchases;

Assists in evaluating equipment needs in the preparation of the preliminary budget;

Checks requisitions for property;

Checks on deliveries of materials ordered;

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

Prepares reports and answers correspondence;

Sells surplus and obsolete equipment and accumulated salvage material;

May use computer applications such as spreadsheets; word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; 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 four (4) years of experience in business administration, including two (2) years involving the acquisition and purchasing of supplies and equipment; or (b) a Master's Degree in Business Administration or Public Administration and three (3) years of experience as specified above, including the two (2) years of specialized experience; or (c) eight (8) years of experience in business administration, including the two (2) years of specialized experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Town, Villages, Cities of Rye & Peekskill
J.C.: Competitive
Unclassified (Town of Cortlandt)

Job Class Code: 0718

1b