

ASSISTANT DIRECTOR OF PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work of a moderately complex nature involving responsibility for assisting the Director of Purchasing in the planning, coordination and implementation of policies and procedures, as well as overseeing daily activities of the County's procurement and purchasing function. The work is performed under the general supervision of the Director of Purchasing and in accordance with policies set by the County Executive who is the County Purchasing Agent as provided in Article III (3.02)(w) of the Rockland County Charter. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Purchasing in formulating and executing policies, procedures, and procurement strategies to optimize cost-effectiveness in the procurement and purchasing processes, while also proposing enhancements or new policies when needed;

Oversees and arranges for the procurement of goods and services, materials, and/or equipment in accordance with applicable laws, regulations and policies;

Oversees the day-to-day activities of the purchasing staff by ensuring compliance with laws, regulations and policies;

Collaborates with the Director of Purchasing to establish and maintain relationships with suppliers and negotiates contracts and agreements to secure favorable terms and conditions;

Conducts market research and maintains a thorough understanding of industry trends to identify potential suppliers, evaluate their capabilities and recommend the most suitable vendors;

Monitors and evaluates supplier performance, ensuring compliance with contractual obligations and addressing any issues or disputes that may arise under purchasing agreements or contracts;

Collaborates with various departments to understand their purchasing needs and requirements, and provides guidance and support in selecting appropriate suppliers;

Oversees, monitors and completes special projects;

Participates in meetings with the Director of Purchasing for information exchange, problem-solving and decision-making, etc.;

Prepares a variety of reports;

May act for, and in place of, the Director, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of purchasing and matters related to the purchasing, sourcing and contract management process, particularly in regard to governmental purchasing; thorough knowledge of laws, practices and procedures regarding purchasing in a public agency; good knowledge of administrative principles and practices; ability to evaluate bids and proposals; ability to compare prices, quantities and consider vendor contract terms; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to analyze and interpret complex written material such as government regulations; ability to supervise the work of others; ability to prepare and/or supervise the preparation of purchasing specifications; ability to use computer software (e.g., word processing, spreadsheet applications) applicable to the purchasing function.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Business Administration, Business Management, Organizational Management, Public Administration or comparable curriculum, and three (3) years of administrative, supervisory or managerial experience in a public or corporate setting, which substantially included responsibility for a large-scale purchasing function.

(over)

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

PROMOTION: Two (2) years of permanent status as a Purchaser II.

R.C.D.P. (02.29.2016) 01.30.2024
Competitive