

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Officials/Administrators
Revised: 03/07/06

DIRECTOR OF PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position of vital importance involving responsibility for initiating, planning and directing the central purchasing system of the County. This includes the procurement of goods and services and the disposal of same by overseeing and executing the sale of county assets. The incumbent's signature of approval verifies that proper procedures were followed during the research, final processing and disposal of all purchase orders, vouchers and claims. The duties are performed under the direction of the County Executive. Supervision is exercised over subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes and directs the various central purchasing operations, including purchasing of equipment and supplies;
Studies the feasibility of repair, replacement and standardization of office equipment, and otherwise determines office equipment needs;
Establishes and enforces standard rules, laws and specifications with regard to supplies, materials, equipment and services;
Contacts departmental representatives with regard to purchasing of equipment and supplies;
Makes special studies on development of procedures, impact of proposed decisions and organizational changes affecting central purchasing activities;
Plans, organizes and directs the sale of county assets in whichever way he/she deems feasible;
Prepares annual report of the activities under his/her direction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern purchasing policies, methods and practices; thorough knowledge of County operations, organization and functions; ability to plan and direct a modern purchasing supply system; ability to analyze and resolve complex problems; ability to meet and work effectively with people; ability to plan and direct the work of others; ability to make sound judgments; integrity; tact.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the County Executive may determine appropriate.

Adopted: 03/02/82
Revised: 06/24/96, 03/07/06