

PURCHASING ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Oversees the daily activities of the Purchasing division of the Office of Fiscal Services including, but not limited to, procurement, mailroom, motor pool and telephone system; drafts bid specifications; County credit card management, operates within the established policies; exercises supervision as required; performs related work as required. Appointed by, and serves at the pleasure of, the Chief Financial Officer.

STATEMENT OF TASKS:

Recommends short and long range plans for improved service and efficiencies in the areas of focus to address the varied needs of a multi and co-employer establishment;

Manages the County's credit card program;
Approves contracts with vendors;
Interviews vendors, salespersons, and advises department heads, elected officials concerning the purchase of supplies, services, construction and equipment;
Analyzes bids and makes recommendations to the Board of Commissioners;
Determines compliance with specifications;
Supervises staff assigned;
Writes precise specifications and prepares bid documents;
Manages and disposes of surplus property;
Assures proper flow of communication;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of purchasing practices and policies and business law;
Thorough knowledge of laws relating to public purchasing practices;
General knowledge of motor pool operations, telephone systems and disposition of surplus property;
Ability to supervise and direct the work of subordinate staff;
Ability to communicate effectively both orally and in writing with emphasis on the ability to write concise and clear bid specifications;
Ability to establish and maintain effective working relationships with suppliers, the public, County officials, and employees;
Ability to attend work regularly and work under stressful conditions.

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DESIRED QUALIFICATIONS:

Certified Public Purchasing Officer (CPPO) as accredited by the National Institute of Governmental Purchasing;

OR

Certified Purchasing Manager (CPM) as accredited by the Institute for Supply Management (formerly the National Association of Purchasing Management);

OR

Bachelor's degree in Purchasing, Business Administration, Public Administration, Economics, Accounting or closely related field and three (3) years of experience in the management of a Purchasing Department; A Master's degree in the above areas may be substituted for the bachelor's degree;

OR

An equivalent combination of relevant education and experience as determined by the Chief Financial Officer.


Human Resources Director

Established: April 16, 2018