

CITY/COUNTY PURCHASING DIRECTOR - 018

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work in the procurement of a variety of municipal and county supplies, materials and equipment; does related work as required.

EXAMPLES OF WORK

Plans and directs the activities and personnel of the City/County Purchasing office and the Central Warehouse, consults with City and County department heads concerning current and future purchasing needs, procurement concerns and problems; prepares and/or supervises the preparation of formal bids and bid instructions; supervises the opening and public reading of bids; prepares and executes all formal contracts awarded by the City and County; reviews purchase requisitions and determines method of purchase; prepares annual budget and monitors expenditures; confers with sales persons, vendors and manufacturing representatives; supervises office personnel administration; confers with City and County management on purchasing procedures and policies; supervises the maintenance of price book, vendor file and specification file; prepares periodic and special reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with course work in purchasing, marketing, public administration or business management, and a C.P.M., CPPO, CLGPO, or other professional purchasing certification, and extensive experience in the procurement of a variety of supplies, materials and equipment in a large organization.

Knowledge, Skills and Abilities: Comprehensive knowledge of business methods, markets and purchasing practices; comprehensive knowledge of North Carolina laws relating to public purchasing; ability to write clear and concise specifications; comprehensive knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the City and County; thorough knowledge of standard office procedures, practices and equipment; ability to plan, organize and review the work of a small office staff in performing varied procurement functions with vendors and the general public; ability to express ideas clearly and concisely, orally and in writing; ability to establish effective working relationships with City and County officials, vendors and the general public.