

BUREAU DIRECTOR, PURCHASING

Job Code	Pay Grade
08499	SM2b

Nature of Work

This is highly responsible administrative, specialized and supervisory work directing the operations of the County's Purchasing Department. Work involves responsibility for planning, directing and coordinating the procurement of supplies, materials, services and equipment for the county, the disposition of surplus materials and the operation of the Central Warehouse. Duties include contract administration for all contracts governed by the County's Purchasing Ordinance. Responsibilities involve ensuring that state and local regulations pertaining to the purchase, control and disposal of materials and services are complied with. Work requires considerable independent judgment, discretion and initiative in carrying out the operation of the department, dealing with the budget community and working with using departments. Work is performed under the general supervision of an Assistant County Administrator.

Minimum Qualification Requirements

- 10 years of experience managing large scale purchasing operations or related government procurement activity that includes 2 years as a manager or supervisor with preference to candidates who possess and maintain the designation of Certified Public Purchasing Officer or Certified Purchasing Manager; or
- Associate's degree in business administration, finance, accounting or purchasing, and 8 years of experience managing large scale purchasing operations or related government procurement activity that includes 2 years as a manager or supervisor with preference to candidates who possess and maintain the designation of Certified Public Purchasing Officer or Certified Purchasing Manager; or
- Bachelor's degree and 6 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain a Certified Public Purchasing Officer and/or Certified Purchasing Manager designation within 1 year of employment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Directs the purchase, storage and distribution of materials, supplies, equipment and services for agencies and departments of the Board of County Commissioners.
- Directs and coordinates the inventory control of all Fixed Assets owned by the Board of County Commissioners.
- Directs Central Warehousing and distribution system for supplies and equipment.
- Directs the preparation, administration and monitoring of contracts which result from Purchasing department bids and requests for proposals.
- Develops policies and procedures to ensure cost-effective and timely completion of purchase orders and submitted requests for services.
- Assumes responsibility for purchases involving large expenditures or which are complex in nature.
- Interfaces with Administration, department/divisions and outside agencies in meeting contract compliance objectives.
- Administers the County's Purchasing Ordinance and ensures departmental compliance.
- Directs the preparation of comprehensive reports concerning costs, quality, quantity, standardization, value analysis, and price trends for material.
- Prepares and administers the operating budget for the Purchasing department.

BUREAU DIRECTOR, PURCHASING (continued)

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Illustrative Tasks (continued)

- Promotes the advantages of cooperative purchasing for local and regional entities.
- Supervises the public auction of surplus material.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws pertaining to purchasing, contracting and contract compliance.
- Knowledge of large scale purchasing methods in diversified commodity areas.
- Knowledge of governmental accounting processes as they relate to procurement and the maintenance of inventory records.
- Knowledge of the functions, organization and administration of governmental organizations.
- Knowledge of purchasing related computer applications.
- Ability to apply computer applications and software.
- Ability to obtain and interpret market prices and trends and to apply such interpretation to procurement problems.
- Ability to analyze complex problems and to exercise sound judgment in resolving such problems.

For official use only

Revised	EEOC Code	Overtime Code
11/09	Officials & Managers	Exempt