

# PURCHASING OFFICER

## DEFINITION

Under direction of the Assistant Director of Administration, procures commodities and services in accordance with applicable County ordinances, policies and procedures, state and federal laws and performs related work as required to administer the centralized purchasing program of the county.

## EXAMPLES OF DUTIES

Develops specifications for commodities, capital equipment and services; researches sources of commodities and services to construct qualified bidders' list; evaluates bids for conformity to specifications and makes bid awards; develops requests for proposals and represents Purchasing Division as member of proposal evaluation panels; writes purchase of services contracts; monitors contracts and performs analyses to ensure vendor compliance in terms of quality, quantity, cost and delivery; participates in systems studies as the purchasing representative; advises departments on the cost of commodities and capital items to assist department heads in their budget preparation; reviews requisitions for accuracy, legality and conformity with current laws; authorizes and assigns purchase orders covering emergency services and commodities; expedites deliveries of commodities and services; corresponds with, contacts and interviews outside sources as part of research to determine sources of supply, market trends, new and improved products, brands and service methods; ascertains intended use of equipment to ensure item will meet user needs; inspects equipment performance following purchase to assure that specifications have been met; acts for purchasing agent in their absence; conducts bid openings; manages the disposal of surplus property; trains departmental personnel in proper purchasing procedures; audits departments for compliance with field purchase order procedures; assists in maintaining property inventory records; coordinates annual inventory review to update property insurance coverage; approves and issues blanket orders.

## EMPLOYMENT STANDARDS

Education and Experience: Requires significant experience in the high volume procurement of commodities and professional services including the preparation of specifications for major capital equipment and professional services and any combination of education, training and experience equivalent to four years of responsible work experience interpreting and applying complex rules and regulations; experience in systems analysis, accounting, purchasing or closely related field is highly preferred; certification by National Institute of Governmental Purchasing or National Association of Purchasing Management is preferred.

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Knowledge, Skills and Abilities: Considerable knowledge of the laws, rules and regulations pertaining to governmental purchasing; knowledge of principles and practices of professional purchasing, including value analysis and the techniques of specification and contract writing; knowledge of sources of supply and market trends and conditions affecting purchasing practices; knowledge of the supplies, products and services required by the various county departments; knowledge of pricing methods and discounts; ability to deal effectively with vendor representatives; effective oral and written communication skills; ability to establish and maintain effective working relationships with employees, departmental representatives, media, county officials and the public; ability to independently negotiate with providers regarding the purchase of goods and services; ability to recognize and suggest remedies to problems which may arise relating to policies, procedures and regulations; and ability to assign work, train and monitor the work of clerical assistants.

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