



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Director, Purchasing</u> | NEW: <u> </u> <small>(Please check one)</small> | REVISED: <u> X </u> |
| REPORTS TO: <u>County Commission</u> | FLSA: <u>Exempt</u> | DATE: <u>04/2016</u> |
| DEPARTMENT: <u>Purchasing</u> | | JOB CODE: <u>100</u> |

SUMMARY:

Plans, organizes, and directs all purchasing operations for Boone County; coordinates with all departments for procurement of goods and services; and ensures that procurement policies and regulations are observed while achieving departmental goals. Appointed by and serves at the pleasure of the Boone County Commissioners.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Plans, organizes and directs the activities of the Purchasing Department; oversees and manages the departmental budget; monitors expenditures and ensures department stays within budget; hires, supervises, trains, and evaluates department staff; takes disciplinary action as appropriate; establishes short and long-term department goals and objectives.

Oversees and manages telecommunication services and surplus disposal for the County.

Plans, and directs all purchasing operations for the County; coordinates with other departments to develop bid specifications for securing equipment and services; solicits and analyzes bids, and makes awards; reviews contracts and purchase orders to ensure that County policies and state laws and regulations are observed; maintains contact and negotiates with vendors; evaluates vendor performance and contract compliance; compiles the vendor list and maintains the vendor database.

Develops, maintains and implements Purchasing policies and procedures for the County; provides training for department and confers on specific purchasing issues; interprets County policies and state statutes and makes recommendations to other departments; reviews

purchasing decisions to ensure that all policies are observed. Consults with other County Departments to define purchasing needs and specifications; coordinates with users the substitution of products when necessary; identifies areas for standardization and cost reduction; establishes and organizes cooperative procurement agreements and activities with other agencies.

Establishes hiring selection process; conducts interviews and chooses candidates to fill vacancies; establishes and administers performance management system, performance appraisals, distribution of merit budget, and progressive disciplinary action.

Attends and participates in Commission meetings as required, research and prepare statistical and administrative reports related to department activities; prepares written correspondence.

Represents the Purchasing Department to outside agencies and organizations; participate in outside professional groups; serves on the Boone County Personnel Advisory Committee, the Boone County Information Technology Committee, and chairs the Boone County Purchasing Committee.

KNOWLEDGE AND SKILL:

1. Comprehensive knowledge of the principles and practices procurement and contract administration.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to procurement.
3. Comprehensive knowledge of Boone County policies and procedures.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training managing and evaluating staff.
7. Skill in negotiating with vendors.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Business Administration or a related; five years purchasing experience in a government setting; Certification as a Certified Professional Public Buyer (CPPB), a Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (CPM); and two years management experience.

PREFERRED QUALIFICATIONS:

An advanced degree in Public Administration, Business Administration, or a related field; a Certification as a Certified Professional Public Buyer (CPPB), a Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (CPM); and five years management experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.