

TITLE: Purchasing Director

PUR/1

DEPARTMENT: Purchasing, Fayette County

JOB SUMMARY: This position is responsible for directing county's purchasing operations.

MAJOR DUTIES:

- o Develops and enforces policies and procedures.
- o Insures compliance with county policies and procedures and with state and federal laws.
- o Reviews and signs contracts and agreements.
- o Develops invitations for sealed bids and requests for proposals.
- o Reviews various contracts and agreements.
- o Reviews and signs purchase orders.
- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Meets with other department heads to discuss purchasing procedures; assists other departments in the development of specifications.
- o Conducts formal public bid openings and pre-bid conferences.
- o Handles county-wide auctions for the county.
- o Develops purchasing classes for other county departments.
- o Prepares and administers the departmental budget.
- o Reviews performance and payment bonds.
- o Reviews insurance certificates for accuracy and completeness.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of relevant local, state, and federal guidelines.

- o Knowledge of county policies and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county policies and procedures, county ordinances, state law, applicable federal law, and purchasing policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Strict regulations and procedures contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the purchasing activities of the county government. Success in this position enforces relevant local, state, and federal guidelines and ensures that goods and services are obtained promptly and at the best prices.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, attorneys, and other local governments.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Contract Administrator (1) and Buyer (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.