



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Director, Purchasing</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>County Commission</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Purchasing</u>	JOB CODE: 100	

DEFINITIONS:

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 for the county; oversees and manages surplus disposal for the County.

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.

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.

Confers 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.

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

Represent 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.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Business Administration or a related; five years purchasing experience in a government setting; two years management experience.

PREFERRED QUALIFICATIONS:

A Master's Degree and Certification as either a Certified Professional Public Buyer (CPPB), a Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (CPM).

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)