

ASSISTANT DIRECTOR OF CENTRAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is technical and administrative work involving responsibility for the day-to-day function of the county purchasing function as well as other central service operations as may be assigned. The incumbent performs the duties of the Director of Central Services when the Director is not available. The work is carried out in accordance with established procedures and involves the procurement of county equipment, services and supplies through bids, RFP's, formal and informal quotes and direct purchase. The incumbent is also responsible for overseeing county inventory and asset control, expendable supply storeroom, mail service and printing and reproduction services. In addition, the incumbent is required to be familiar with and assist in the management of the county motor vehicle fleet and service center, records management program, the interagency purchasing cooperative, the telecommunications system and other centralized operations. Work is performed under the general direction of the Director of Central Services with wide leeway allowed in the exercise of independent judgment in carrying out day-to-day functions. General supervision is exercised over the Buyer / Central Services Supervisor and other subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Reviews, analyzes and authorizes requisitions for supplies, equipment and services;
2. Coordinates all bids for equipment, supplies and services in accordance with General Municipal Law;
3. Evaluates all specifications and related information including schedules, openings and awards for all county bids and quotes; develops or assists in developing specifications as necessary;
4. Supervises the routine operation of various units within the division, including inventory and asset control, expendable supplies, mail service, records management, and printing and reproduction services;
5. Works with the Director of Central Services to develop long range plans and goals for all areas within the division;
6. Develops unit budgets for areas of responsibility and manages funds within established guidelines;
7. Compiles and analyzes data on consumption and trends to determine economical and efficient stock levels;
8. Reviews as necessary incoming requisitions for printing and expendables to insure compliance with established goals;
9. Develops and maintains a complete directory and price listing for all pertinent commodity groups including state and IPC contracts;
10. Obtains and maintains current information on product and market conditions for any product or commodity which may be needed by any agency through close coordination with vendors and trade information;
11. Manages the surplus and obsolete property disposition program;
12. Negotiates for and procures supplies, equipment and services as necessary;
13. Maintains a working knowledge of and stays current on all activities of the fleet operation and telecommunications program;
14. Does related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of markets, trade conditions, business methods, and governmental purchasing practices involving the purchase of a wide range of commodities; good knowledge of Federal, State and local laws and rules regulating governmental purchasing; good knowledge of a variety of governmental central service functions such as printing and reproduction services, mail services, and telecommunications, cooperative supply ventures, and records management; good knowledge of the principles and practices of supervision and office management; ability to develop, present and manage an operational budget; ability to plan and supervise routine work performed by subordinates; ability to read and understand complex written material; ability to evaluate and develop governmental bid specifications; ability to analyze complex bid responses to determine actual value; ability to negotiate with vendors; ability to get along well with others; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business, accounting, economics, or a closely related field **and** two (2) years of experience which primarily involved responsibility for large quantity purchasing of a variety of commodities by using public bidding procedures of which at least one (1) year must have been in a supervisory capacity;
- OR: (B) Graduation from high school or the possession of an equivalency diploma and six (6) years of experience as described above of which at least two (2) years must have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

Note: Large quantity purchasing is defined as purchasing approximately \$5,000,000 or more annually. This amount is in 1997 dollars and should be adjusted for inflation.

PC0101

ADOPTED: 12/12/84

REVISED: 10/08/97