

PURCHASING / SYSTEMS COORDINATOR

Tompkins County

Classification: Competitive

Labor Grade: 13

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, accounting, retail sales management, marketing or a related field **AND** two years of full time paid (or equivalent part-time and/or volunteer) experience which involved preparation of materials and services specifications, purchasing, retail sales involving item pricing and cost analysis of goods or account keeping involving commodities or banking programs; **OR**

(b) Graduation from a regionally accredited or New York State registered college with an Associates degree in business administration, accounting, retail sales management, marketing, or related field **AND** four years full time paid (or equivalent part-time and/or volunteer) experience which involved preparation of materials and services specifications, purchasing, retail sales involving item pricing and cost analysis of goods or account keeping involving commodities or banking programs; **OR**

(c) Graduation from High School or possession of a high school equivalency diploma **AND** six years full time paid (or equivalent part-time and/or volunteer) experience which involved preparation of materials and services specifications, purchasing, retail sales involving item pricing and cost analysis of goods or account keeping involving commodities or banking programs; **OR**

Any combination of training and experience equal to, or greater than that, specified in (a), (b) and (c) above

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for directing the division's cooperative purchasing efforts. This administrative position is responsible mainly for preparing and approving detailed bid specifications and requests for proposals for the procurement of a variety of goods and services purchased by the County Departments.

Customer service and support is extremely important. The ability to communicate with vendors, research trade publications, and prepare specifications for goods, services and supplies is required. The incumbent must possess sufficient technical knowledge to enable him or her to recommend, procure and install the department's computer hardware, software and related peripheral equipment and to administer the Finance Department's Web Page. This position serves as a work group leader and is responsible for supervising other employees of the department. The work is performed under the general direction of the Director of Finance with considerable latitude allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Places legal ads, distributes bid packages to vendors, holds bid openings, analyzes bids and makes recommendations for acceptance or rejection to appropriate Board Committee or awards bids on behalf of the County upon authorization of Board Committees;
- Coordinates cooperative purchasing efforts;
- Responsible for procuring the County's computer equipment including hardware, software and other technology equipment;
- Makes recommendations for the purchase of computer equipment for Finance Department Personnel;
- Serves as the Finance Department's Web Page administrator;
- Attends Board of Representatives and Committee meetings for specification approval and bid awards;
- Consults with the County Attorney with regard to legal requirements of procurement procedures in respect to Finance Law;

- Prepares or approves specifications or standards for bids, RFP's & written price quotations;
- Evaluates bids received to ensure that they are in accordance with specifications and legal requirements;
- Responsible for the purchasing of materials, equipment and supplies for the County;
- Reviews, and approves purchase requisitions from County Departments for content, accuracy and adherence to County and State procurement policies;
- Meets and negotiates with vendors and coordinates purchase requests to assure optimum value for acquisitions;
- Communicates and/or corresponds with departments to define needs and with vendors, dealers, firms or suppliers concerning materials, contracts, deliveries, inquiries, price quotations, complaints, substitutions, etc.
- Obtains and studies comparative price quotations to ensure economy in purchases;
- Prepares reports and correspondence regarding bids, requisitions, cancellations of orders, price changes, adjustments and contract execution;
- Assists departments in establishing pricing for departmental budgets or reviews requests based upon recommendation of the County Administrator;
- Analyzes market conditions by researching current technical publications and practices to determine pricing trends or product qualities;
- Maintains bid lists, ensuring that the county is receiving competitive bids and that vendors receive bid notification;
- May analyze drawings, examine samples, and attend demonstrations to determine compliance with specifications;
- May assist in the development and implementation of new purchasing procedures;
- Organizes cooperative purchasing efforts with Municipalities by meeting with Town Supervisors or Highway Superintendents to assure that their needs are addressed in bid specifications for services and for procurement of equipment, services and supplies.

FULL PERFORMANCE KNOWLEDGHE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles and practices of purchasing and specification writing, inclusive of typical documents, contracts and forms as well as bidding and procurement practices;
- Good knowledge of properties, uses, costs and standards of business, commercial, industrial, and construction materials, equipment, and supplies;
- Good knowledge of technical resources and information used in specification writing;
- Good knowledge of ethical and acceptable business practices;
- Good knowledge of legal requirements and procedures of bidding;
- Good knowledge of a wide variety of microcomputer hardware, software and peripheral equipment;
- Good knowledge of html, web editors, web page design, layout and maintenance;
- Ability to install, upgrade and operate the department's microcomputers and related peripheral equipment;
- Ability to research and work independently;
- Ability to read, understand, and apply technical directions, diagrams, charts and written tests which describe specifications of business, commercial, industrial, and construction materials, equipment and supplies;
- Ability to analyze and compare price quotations;
- Ability to deal effectively with vendors, contractors, and business representatives;
- Thoroughness accuracy, and integrity;
- Physical condition commensurate with the demands of the position.