

FAIRFIELD COUNTY

JOB TITLE: DEPUTY DIRECTOR OF PROCUREMENT
ADMINISTRATION

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for assisting with the purchasing function for Fairfield County. Work includes performing professional work involved in the purchase of materials, supplies, services, construction, and equipment. Is responsible for coordinating contract management, and ensuring that specifications meet the needs of user departments. Reports to the Director of Procurement.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Acts in absence of the Director

Coordinates the purchasing functions for Fairfield County and ensures that all purchasing matters are completed accurately and in compliance with relative County policies and procedures. Ensures that goods and services procured meet the needs of all departments and divisions.

Processes requisitions.

Prepares requests for bids and specifications. Ensures that bid specifications meet the needs of various departments relative to the purchase of supplies, equipment, machinery, etc.

Receives, reviews, and analyzes bids in order to make recommendations for acceptance or rejection; is responsible for advertising, custody and safeguarding of bids, opening and tabulation of same, bid rejection and re-advertising.

Negotiates, secures, and manages all contracts for the procurement of goods and services. Ensures that all laws, rules, regulations, practices, and procedures are followed as prescribed by the County.

Reviews vendor displays and technical demonstrations; interviews vendor sales representatives relative to the purchase of equipment and supplies in order to ensure that the County receives the best services, supplies, equipment, prices, and lead times.

Receives and reviews purchase orders to ensure that all items ordered are received. Follows up as appropriate. Notifies vendors of any damages.

Disburses supplies and equipment to departments when shipments are received.

Maintains various lists and records including vendor list, list of suppliers, bidders list, inventory control list, requisitions, purchase orders, list of all County-owned vehicles, copies of contracts, etc.

Establishes all procurement procedures and procedures for redistribution and disposition of property.

Maintains an adequate inventory of supplies and equipment utilized in completing projects. Orders items as needed and transports items from vendors as needed.

Receives, reviews, processes, files and/or submits a variety of documents and reports such as purchase orders, invoices, requisitions, vehicle maintenance reports, work orders, safety reports, production reports, injuries report.

Keeps abreast of all state/local laws and changes as they relate to purchasing. Keeps abreast of all MMO Sheet changes which are sent to the local County government level.

Prepares insurance claims and maintains insurance records. Maintains records of bonds for elected officials.

Works with IT Director in developing programs to support the purchasing function and inventory control. Advises Data Processing of the computer needs for the Purchasing Department and staff.

Utilizes and/or operates a variety of types of office equipment including computer, adding machine, shredder, copier, general office supplies, etc.

ADDITIONAL JOB FUNCTIONS

Handles the sale of all surplus supplies and equipment.

Performs other managerial and administrative duties that are related to the Purchasing Department.

MINIMUM TRAINING AND EXPERIENCE

A bachelor's degree in business management, purchasing, or related field and two to five years of experience in the purchasing field, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of office equipment such as computer, adding machine, shredder, copier, etc. Must be physically able to exert up to ten pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work which is sitting most of the time, but may involve walking or standing for brief periods of work, but may involve walking or stooping for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to subordinates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare various lists, records, and documents including vendor lists, insurance claims, bids, etc. using the proper format, punctuation, spelling and grammar, and utilizing all parts of speech correctly. Requires the ability to communicate and interact with other employees, vendors, and the general public while exhibiting poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as accounting, legal systems, personnel, marketing, etc., in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; utilize algebraic equations; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using various types of automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of business methods, markets and purchasing practices. Has considerable knowledge of the methods and practices of building maintenance. Has thorough knowledge of the laws relating to public purchasing. Is able to write clear and concise specifications. Is familiar with equipment and machinery as required to determine specification needs. Has understanding of cost systems. Possesses a high degree of tact and diplomacy in dealing with people. Has an understanding of inventory control. Possesses initiative, resourcefulness and integrity and demonstrates same in the performance of duties. Has thorough knowledge of purchasing terminology and procedures. Is knowledgeable of the County government and the people with purchasing authorization. Has considerable knowledge of the principles and practices of governmental purchasing, including knowledge of business methods, business and contract law, contract administration, inventory controls, and governmental administration. Is able to develop and maintain effective working relationships with vendors and their representatives. Has considerable knowledge of the general policies, rules, and procedures established by the County and other regulatory agencies to govern the department. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Has considerable knowledge of the structure, functions and inter-relationships

of state and local governments as these relate to assigned responsibilities and is able to apply that knowledge effectively. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in managing assigned activities. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures, and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has sufficient knowledge of other county divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Is knowledgeable of the language and terminology used within the division including fields of construction/engineering, maintenance, and heating and air. Has the verbal ability to make effective presentations and prepare effective and accurate required reports, and the mathematical ability to handle required calculations accurately and quickly. Has good technical, supervisory and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and

objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and division matters affecting them and/or of concern to them.

Staffing: Works with the Administrator and the Personnel Department to select and recommend

employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County

and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

