

PURCHASING DIRECTOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing all purchasing activities and meeting the procurement needs of the Wayne-Finger Lakes Board of Cooperative Education (BOCES). The Purchasing Director is responsible for planning, initiating, recommending and administering purchasing policies, projects and activities and negotiating purchasing contracts and issues on behalf of the Board of Education. The Purchasing Director also analyzes formal bids and makes recommendations to the Assistant Superintendent for Administration for purchases exceeding statutory limits.

Purchases are made to meet the needs of BOCES and as applicable, its component districts, at the best cost to BOCES.

The duties of this position are performed under the direct supervision of the Assistant Superintendent for Administration with wide leeway provided for the use of independent professional judgment. The Purchasing Director exercises direct and general supervision of the work of the employees involved in purchasing, and has regular contact with all elements of BOCES, outside vendors and component school districts.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as BOCES Purchasing Agent, overseeing and supervising the purchase of all materials, supplies and equipment for BOCES;
 Meets and negotiates purchases, contracts and maintenance agreements with vendors;
 Meets with department heads and other staff members as appropriate to determine needs and solicit feedback as to performance of purchasing within the organization;
 Analyzes formal bids, making recommendations for acceptance or rejection to the Assistant Superintendent for Administration, the District Superintendent and the Board of Education;
 Analyzes the benefit of lease versus purchase and recommends the most fiscally prudent course of action;
 Develops and administers cooperative purchasing agreements with component districts;
 Oversees the BOCES asset inventory management system, including the conduct, transfer, trade-in and sale of surplus equipment;
 Conducts training classes, as required, to enhance the knowledge of the procurement process within BOCES;
 Serves as Executive Director for the Wayne-Finger Lakes Area Schools Workers' Compensation Plan and Medical Plan;
 Responsible for the operation of Central Business Office and supervises the financial aspects of all federal funds and projects;
 Assists the Assistant Superintendent for Administration in the implementation of new programs.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of markets, business methods, trade conditions and modern purchasing practices, including a knowledge of a wide range of commodities; thorough knowledge of all laws governing municipal purchasing practices; ability to prepare, negotiate and execute contracts; ability to analyze purchasing options and determine most effective option; ability to communicate well both orally and in writing; ability to recognize and implement improvements to all activities of the department; ability to know and use computer technology to bring about efficiencies in operations; ability to work as a team member in a total quality management environment; physical condition commensurate with the demands of the position. Working knowledge of workers' compensation and health insurance plans.

MINIMUM QUALIFICATIONS: Graduation from high school and either:

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and four years experience in purchasing a variety of commodities on a large scale, at least two years of which shall have been in a supervisory capacity; or
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree and six years of experience in purchasing a variety of commodities on a large scale at least two years of which shall have been in a supervisory capacity; or
3. An equivalent combination of training and experience as defined in (1) and (2) above.

APPROVED: MAY 17, 2005

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE SUBJECT TO THE APPROVAL OF THE NEW YORK STATE CIVIL SERVICE COMMISSION.