

Classification Title: Assistant Purchasing Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Responsible for providing leadership and oversight of the County’s contract control program through the innovative use of technologies and sound business processes. Provides guidance and support to County departments in the procurement of goods and services, ensuring all applicable laws, guidelines, policies and procedures are followed. Manages disbursement services for the County, including, but not limited to, accounts payable, p-card administration, encumbrance year-end processes, and annual 1099 reporting.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Lead the County’s Contract Management Program in accordance with all applicable laws and regulations, recommend and enforce adopted policies and procedures for the development, approval, execution, and management of County contracts. Provides authoritative guidance to internal business units goals and objectives relating to contract activity. Analyzes new laws, regulations, and best practices for potential impact on business unit goals and objectives.
2	S	Process Bids/Proposals in Accordance with NC General Statutes. Prepare requests for bids and proposals, post solicitations, receive responses to solicitation, evaluate bids and recommend vendor award. Assist other County departments in the preparation, solicitation, evaluation process as needed.
3	S	Responsible for the management of the annual contract encumbrance process and determining appropriate year-end document balances. Utilize County’s financial system and contracts management system to record and track encumbrance amounts and document contract/encumbrance decisions.
4	S	Supervise Disbursements Services and Procurement Card Administrator, assisting with questions as they arise and working with departmental staff to reach solutions. Assist staff with system issues and corrections, policy decisions, and maintaining a focus on customer service.
5	S	Serve as operational lead and subject matter expert on the development and implementation of systems related to procurement, contracts and disbursement services.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Business Administration, Finance, or related field.
Experience	Five years of experience in purchasing with exposure to contracts/legal documents.

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	None
Equivalent Education & Experience Accepted?	Yes
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives limited direction
Budget Responsibility	This position has key responsibility for the extremely complex management of the annual contract encumbrance process and determining appropriate year-end document balances, with a budgetary impact of between \$3.5 million and \$6 million annually.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact broad reaching and dynamic and may include the communication specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers, scanners, calculator, and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other

PROTECTIVE EQUIPMENT REQUIRED:

None