

DIVISION CHIEF
PROCUREMENT AND MATERIAL MANAGEMENT ADMINISTRATOR

NATURE AND VARIETY OF WORK

This is management level professional and supervisory work performed in conjunction with the County's comprehensive Procurement and material Management Division of the Office of Central Services. The function includes broad logistic support for a large governmental entity, warehousing and distribution services to participating departments and agencies, a single expendable item inventory system, a property accounting system, and budgetary, personnel, and other administrative services necessary to expeditious procurement, storage and distribution of materials, equipment and services purchased or contracted for by the County. Work requires a considerable exercise of independent judgment within a framework of established departmental policies and procedures and with specific adherence to Federal, State and local laws and ordinances. Direct supervision is exercised over professional, technical and administrative personnel. Work is performed under the general direction of the Director, Office of Central Services.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

In conjunction with Department and Agency Heads, Volunteer Fire Commission, Municipal Mayors and others, develops plans and procedures to assure adequate, timely and economical logistical support; identifies purchase requirements of County agencies and departments; develops, implements and technically supervises support systems for the buying function, including receipt and storage of commodities, execution and follow-up on services contracts, warehousing of commodities, and distribution of commodities to users.

Provides direction and support to County personnel for procurement functions relating to the County's program to encourage minority procurement enterprises to contract with the County for goods and services.

Supervises the general activities of the Deputy Purchasing Agent and Branch managers to assure compliance with existing laws and ordinances.

Participates in professional and technical discussions at Council of Governments, National Institutes of Government Procurement, American Production and Inventory Control Associate as appropriate.

In systems development, designs format and flow of internal forms, documents and related reports; reviews proposed systems with other management officials; continually reviews and evaluates personnel equipment and systems utilization relative to expeditious purchasing and commodity distribution; prepares and maintains current procedural manuals.

Develops and maintains a surplus commodity program, including receipt of disposition requests, determination of service ability decision on method of disposition, files maintenance, and related activities relatives to the economical disposal or transfer of tools, machinery, vehicles, equipment and similar items.

Assists the Director, Office of Central Services, in administrative liaison with County auxiliary activities, including personnel, accounting, budgeting and the legal departments, gathers data for and prepares preliminary operating budget estimates as well as capital budget needs for purchasing department.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of total logistic support to a large entity to include background in transportation and vehicle maintenance, communications and data processing.

Extensive knowledge of modern business and public administration, principles and practices applicable to the operation of procurement or similar service departments; thorough knowledge of commercial and governmental supplies, methods and procedures, including procurement, receipt, storage, issuance, distribution and accountability for supplies, equipment and related commodities.

Extensive knowledge of effective supervisory and human relations methods and techniques.

Ability to effectively coordinate, supervise, and motivate senior managers in a manner that achieves good cooperation, performance, morale and to reach established goals and milestones.

Ability to work effectively with professional buyers, vendors, contractors, representatives of County departments and the general public.

Ability to develop and successfully implement support systems for the procurement function.

Ability to trouble-shoot and expedite department activities as necessary to meet deadlines and other related needs of departments serviced.

Ability to prepare comprehensive production and progress reports and to present facts clearly and concisely, both orally and in writing.

Ability to gather, summarize, analyze, and meaningfully interpret statistical information.

MINIMUM QUALIFICATIONS

Master's degree in Business or Public Administration, Marketing, Financial Management or closely related field, plus work experience of the duration, the level of complexity, diversity and responsibility which has provided the applicant with the necessary knowledges, skills and abilities to function at a satisfactory level of performance in carrying out the important duties, tasks and responsibilities of positions allocated to this job classification, as determined by an analysis of the position at the time of examination announcement. Equivalent combination of formal education and experience will also be accepted.

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