

## DIRECTOR OF PROCUREMENT AND SUPPLY

Code No.: 5-04-011  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for the direction of the purchase, storage, and delivery of materials and supplies for an agency or school district. Employees of this class formulate policies, plans, and procedures governing purchase, storage and delivery activities. The employee forecasts and plans requirements of an agency or school district with respect to materials, supplies, services, equipment and furniture. Direct supervision is exercised over employees engaged in purchasing, storage, inventory control and clerical activities. General supervision is received from an administrator. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Directs the purchasing program and storage operation of an agency or school district;

Directs storehouse/warehouse operations including receipt, storage, delivery, and inventory control;

Develops, formulates, and implements department goals and objectives, plans, procedures, and practices;

Develops projections of supplies, materials and service required for each budget year;

Conducts economic and accounting surveys to determine needs for future and to assess past performance;

Authorizes purchases and supervises employees engaged in drawing specifications, soliciting quotations and evaluating offers;

Consults with personnel to assist in any purchasing problems such as delivery and quality of product;

Interviews prospective employees and makes hiring decisions;

Arranges for sale of salvage and surplus materials and obsolete equipment;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices, and procedures of prudent buying and warehousing, thorough knowledge of laws regulating public purchases; thorough knowledge of methods for establishing economic order quantities and reorder points; good knowledge of commodities, their prices, standards of quality, and variety; good knowledge of warehousing practices and procedures; good knowledge of the source and variety of suppliers; good knowledge of revolving accounting systems used in storehouse operations; good knowledge of warehouse record-keeping and inventory control; supervisory ability; ability to communicate effectively both orally and in writing; ability to prepare narrative and statistical reports; ability to deal effectively with the public, sales representatives and vendors, administrators and personnel; sound judgment; integrity; health commensurate with the demands

of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or the possession of a high school equivalency diploma, plus:

- (A) Ten (10) years full time paid work experience in materials management which shall have included the managing of purchasing, warehousing and deployment functions of a public or private agency five (5) years of which shall have involved supervision of employees engaged in purchasing, storage and/or inventory control functions; OR,
- (B) Graduation from a regionally accredited college or university with a Bachelor's degree plus six (6) years of experience as described in (A) three (3) years of which shall have involved supervision; OR,
- (C) Graduation from a regionally accredited college or university with Bachelor's degree or Master's degree in Business Administration or Accounting plus five (5) years of experience as described in (A) two (2) years of which shall have involved supervision.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: October 22, 1981