

**INGHAM COUNTY
JOB DESCRIPTION**

PURCHASING DIRECTOR

General Summary:

Under the general direction of the County Controller, plans, organizes and directs all phases of a centralized procurement program. Supervises and directs the activities of all employees within the Purchasing, Print Shop, and Courier operations. Analyzes and evaluates information and records to effectuate procurement of materials and services for all of the County. Recommends changes to county purchasing and related administrative policies.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Assures purchases of goods and services are made according to county purchasing, budgetary and other administrative policies.
2. Assists departments in identifying goods and services most appropriate to their needs.
2. Evaluates alternatives for the collective purchasing of goods and services which provide the best possible value for the county.
3. Oversees adherence to Equal Opportunity guidelines and policies and works to assure that the county has the broadest possible vendor pool.
4. Continually reviews current means and methods of purchasing, and identifies and recommends improvements to the county purchasing processes and policies.
5. Develops and supervises development of bid and proposal specifications development, assuring that appropriate records are maintained
6. Analyzes and awards bids and/or proposals as authorized by Ingham County purchasing policies and procedures or makes recommendations for award to the County Controller and /or the Board of Commissioners for their review and approval.
7. As authorized by county policy, disposes or recommends the disposal of surplus items.
8. Supervises employees in the Purchasing, Printing, and Courier functions.

9. Develops a recommended budget for the Purchasing Department; monitors adopted budget and authorizes expenditures in conformance with county policies. Prepares for the Controller periodic reports on the activities of the department.
10. Evaluates capital improvement budget requests regarding office equipment.
11. Supervises the Intergovernmental Services Operation.
12. Attends meetings of the County Board of Commissioners, Building Authority, Economic Opportunity Commission, and other meetings as necessary.
13. Monitors and enforces County prevailing wage policy compliance on County construction projects.
14. Oversees and assists with the Purchasing Department's web page.
15. Monitor and enforces County Living Wage Policy on applicable service contracts. Make recommendations on Living Wage Policy enhancements and modifications.

Other Functions:

16. None listed.

Employment Qualifications:

Education: Bachelor's Degree in Business or Public Administration, or closely related area, preferably including course work related to the procurement process. Certifications related to public purchasing desirable (e.g., Certified Public Purchasing Officer - CPPO, etc.).

Experience: Five years of experience which includes purchasing of equipment, materials, parts, and services. Prefer some government and supervisory experience.

Other Requirements: The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Ability to access departmental files.

Ability to enter and retrieve information from computer.
Ability to access all areas of County offices.

Working Conditions:

Works in office conditions.
Travels to other County offices, construction sites and other locations.

