

## Associate Director, Procurement

### Job Information

Job Code:	2729
Grade:	24
Bureau:	Bureau of Finance
Department:	1030.Chief Procurement Officer
Position ID:	0171002
FLSA Status:	Exempt

### Job Summary

Aids in the development and implementation of strategic sourcing and policy initiatives relating to purchasing and participating in the development and preparation of procurement related documents. Directs and supervises data management activities, including data processing, review, and approval processes in various systems/applications, ensuring compliance with data quality standards and policies. Assists in the development, implementation and direction of county-wide procurement policy. Responsible for the day-to-day operations of the assigned unit. Provides guidance and support to bureau/department leadership and acts as a liaison between internal/external stakeholders.

### Typical Job Duties

Supervises the hiring, training, and evaluation of staff, and all aspects of the buying process.

Determines procurement strategies and correct procurement methods to ensure that purchases are made in conformity with laws and regulations.

Conducts formal bid processes, which include evaluating requests for bids in conformance with applicable laws, procedures, and requirements, updating contracts, and hosting bid openings for public reading.

Assists other bureaus/departments with purchasing activities of goods/services and provide an understanding of the purchasing process, such as providing interpretation of policies and procedures and supplying sample documents.

Reviews and prepares for the county board meeting agendas to ensure completeness, correctness, clarity and legality.

Develops, recommends, and implements purchasing policies and procedures and monitors for compliance.

Assists in the development and establishment of office procedures and forms.

Attends conventions and forums pertaining to purchasing and represent the bureau/department in union meetings; may participate in public speaking.

Works with county departments and agencies to develop an annual Procurement Forecast report.

### Required for all jobs:

*Performs other duties as assigned.*

### Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree or higher and
- Four (4) years of experience in public administration, business, purchasing, corporate transactions or directly related experience or

## **Minimum Qualifications**

- An equivalent combination of education and/or experience.

## **Preferred Qualifications**

- Six (6) years of experience in public administration, business, purchasing or corporate transactions.
- Four (4) years of previous management or supervisory experience.

## **Knowledge, Skills and Abilities**

- Ability to strategically coordinate and direct procurement of goods and services.
- Demonstrates ability to direct, supervise and guide other professional staff in their assigned work.
- Demonstrates ability to handle confidential and sensitive issues; effectively inform and advise senior leadership on confidential and operational matters.
- Ability to effectively communicate both verbally and in written forms with various levels of stakeholders.
- Demonstrates experience in developing, implementing and maintaining effective policies to improve efficiency.
- Possess good organizational skills, ability to evaluate and prioritize multiple assignments in an efficient and timely manner.
- Demonstrates skill and judgment in dealing with labor/management issues.

## **Physical Requirements:**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

***The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.***

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