

## **DEPUTY DIRECTOR OF PURCHASING AND PAYABLES**

**DISTINGUISHING FEATURES OF THE CLASS:** This work has responsibility for providing the administration and oversight of all County accounts payable and purchasing functions. The incumbent assists the Director in leading financial operations, specifically overseeing procurement strategies, vendor management, and account payable processes. Duties also include developing purchasing policies, managing compliance, auditing transactions, and ensuring efficient, accurate, and ethical acquisition of goods and services. Work is performed under the general supervision of the Director of the Office of Management and Budget with wide leeway allowed in the planning and carrying out of the positions work. Supervision is exercised over a variety of office staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and maintains the purchasing and accounts payable process;

Prepares and approves bid specifications, solicits RFB's and RFP's from vendors and recommends award of contracts;

Makes recommendations regarding purchasing guidelines;

Contacts vendors and sales representatives and resolves vendor payment issues;

Acts as Director of Purchasing, upon request, for any city, town, village, or school district, or other unit of Broome County;

Confers with department heads and their representatives to determine purchasing needs;

Consults with the County Attorney regarding legal requirements of bidding procedures;

Maintains current State contract files for departmental reference;

Plans and oversees advertising for items to be purchase;

Monitors current price trends, market conditions, and new or improved supply items;

Supervises staff responsible for payment data entry, electronic imaging, electronic purchase order matching and reconciliation, p-card bill reconciliation, electronic invoicing, travel advances, and travel voucher processing;

Reviews and edits claim vouchers, charges, purchase orders for payment, ensuring compliance with State, County, and municipal rules and regulations;

Works with Information Technology to implement improvements to purchasing and accounts payable software systems;

**DEPUTY DIRECTOR OF PURCHASING AND PAYABLES-cont'd**

Identifies Opportunities to streamline accounts payable processes to improve efficiency;  
Attends Legislative committee meetings and full Legislative session meetings;  
Trains, mentors, and develops employees;  
Processes annual year-end purchase order (PO) rollover;  
Conducts miscellaneous research and special projects as needed;  
Responds to FOIL requests;  
Interviews applicants for positions and make recommendations for appointment;  
Collaborates with other departments to improve workflow and operational effectiveness;  
Prepares a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of market trade conditions, business methods and current purchasing practices and procedures;  
Thorough knowledge of modern principles and practices of governmental purchasing;  
Thorough knowledge of Federal, State and local laws governing purchasing practices;  
Good knowledge of vendor =negotiation, supply chanin management, and data analysis  
Good knowledge of office terminology, procedures and equipment;  
Good knowledge of business arithmetic and English;  
Ability to prepare and interpret purchase specifications;  
Ability to analyze bids and make purchase recommendations;  
Ability to establish and maintain good working relationships with department heads and others;  
Ability to understand follow complex oral and written directions;  
Ability to plan and supervise the work of others;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to operate a computer to retrieve data  
Ability to communicate effectively both orally and in writing;  
Ability to make sound, timely decisions based om complex data  
Strong attention to detail;  
Analytical.

**DEPUTY DIRECTOR OF PURCHASING AND PAYABLES-cont'd**

**MINIMUM QUALIFICATIONS:**

A) Possession of a Bachelor's degree and one year of experience in either:

- 1) Governmental management or administrative capacity which must included the oversight of fiscal management, and/or purchasing functions; **OR**
- 2) Responsibly for large-scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR

B) Possession of an Associate's degree and three years of experience in either:

- 1) Governmental management or administrative capacity which must have included the oversight of fiscal management, and/or purchasing functions; **OR**
- 2) Responsibly for large-scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR

C) Graduation from high school or possession of an equivalency diploma and five years of experience in either:

- 1) Governmental management or administrative capacity which must have included the oversight of fiscal management, and/or purchasing functions; **OR**
- 2) Responsibly for large-scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.