

DIRECTOR OF PURCHASING AND M/WBE PROGRAM

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Purchasing and M/WBE Program, under the general direction of the Commissioner of Administrative Services and/or their designee directs, plans, and administers the City of Albany's centralized purchasing and procurement program and provides executive oversight of the City's Minority- and Women-Owned Business Enterprise (M/WBE) program. The Director shall serve as the City's Chief Compliance Officer and is responsible for ensuring that all procurement activities are conducted in compliance with applicable federal, state, and local laws as well as City procurement policies. The incumbent exercises independent judgment in the administration of a City-wide procurement and M/WBE program and supervises professional, technical, and clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs and administers the City-wide competitive bidding process;
- Develops and updates procurement policies and internal controls consistent with federal, state, and local laws as well as City procurement policies;
- Oversees cooperative purchasing, piggyback contracts, state contracts, and intermunicipal agreements as permitted by law;
- Provides executive oversight of the City's M/WBE program;
- Establishes, monitors, and enforces M/WBE participation goals for City procurements in accordance with applicable laws and policies;
- Reviews solicitations, bid documents, and contract awards to ensure inclusion of required M/WBE language and compliance provisions;
- Oversees M/WBE utilization tracking, compliance reviews, waiver determinations, and required reporting;
- Advises departments and vendors regarding procurement and M/WBE compliance requirements;
- Establishes performance metrics and reporting systems to measure procurement efficiency, compliance, and cost savings;
- Maintains purchasing records, contract files, and audit documentation;
- Solicits and reviews bids from vendors for a wide variety of commodities;
- Provides assistance concerning product information and specification details on contracts, equipment, supplies and vendor services;
- May plan or administer a computerized inventory control and purchasing system;
- Contacts users of central maintenance contracts and evaluates vendor reliability;
- Oversees and monitors the use of the automated purchasing system by both purchasing staff and departmental users;

- Receives and evaluates requisitions with departments in order to provide information regarding product availability, sources of supply quality, price, installation, maintenance requirements, delivery schedules and procurement regulations;
- May arrange for product demonstration by manufacturers and vendors on behalf of various departments;
- Enters and retrieves information in an automated information system;
- Supervises and evaluates assigned staff;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of governmental purchasing specifications, procedures, and best practices;
- Thorough knowledge of federal, state, and local laws governing municipal procurement;
- Thorough knowledge of M/WBE compliance requirements, utilization monitoring, and reporting procedures;
- Knowledge of public contract negotiation and administration practices;
- Thorough knowledge of purchasing specifications, procedures and practices;
- Thorough knowledge of market trade conditions, business methods and current procurement policies;
- Thorough knowledge of the City's procurement policy;
- Good knowledge of computerized systems established for maintaining current inventory control records for purchasing practices;
- Good knowledge of the State's purchasing practices;
- Ability to adhere to state regulations governing purchasing practices of municipalities;
- Ability to interpret and apply complex laws, rules, and regulations;
- Ability to develop procurement policies and internal controls;
- Ability to analyze bids, proposals, and cost data;
- Ability to prepare detailed written reports and recommendations;
- Ability to establish and maintain effective working relationships with department heads, vendors, elected officials, and the public;
- Ability to establish and maintain good working relationships with others;
- Ability to prepare written reports and correspondence;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Possession of a master's degree in Public Administration, Business Administration, Accounting, Finance, Economics, or a closely related field;; **OR**
- (B)) Possession of a bachelor's degree in Public Administration, Business Administration, Accounting, Finance, Economics, or a closely related field AND three (3) years of experience in purchasing, procurement, auditing, contract administration or closely related field AND at one (1) year of which must have included supervisory responsibilities; **OR**
- (C) Possession of an associate's degree in public administration, Business Administration, Accounting, Finance, Economics, or a closely related field AND five (5) years of experience in purchasing, procurement, auditing, contract administration, or a closely related field, including one (1) year of supervisory experience; **OR**
- (D) Graduation from high school or possession of a high school equivalency diploma AND seven (7) years of progressively responsible experience in purchasing, procurement, auditing, contract administration, or a closely related field, including two (2) years of supervisory experience
- (E) Any equivalent combination of training and experience defined by the limits of (A) through (D) above.

NOTE:

- Professional certifications such as CPA, CIA, CGAP, CFE, CRMA, or CISA are strongly valued but not required.
- Your degree must have been awarded by a college or university accredited 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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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