

**DIRECTOR, PURCHASING DIVISION****Nature of Work**

Under the administrative direction, performs at the highest administrative level in directing, planning, organizing, and coordinating central purchasing, property control, leasing and employee travel management for state government. Through the work of subordinate managers, coordinates and promotes efficiency and economy in these sections; negotiates and executes agreements and contracts in these areas, and performs all related functions. Work requires extensive contact with state and local government officials, vendors, trade associations, purchasing executives and the public. Performs related work as required.

**Examples of Work**

- Directs the work of purchasing/buying professional and clerical employees in the central state purchasing office; establishes methods and procedures for procurement in state government in accordance with state laws, public purchasing practices and sound business principles; reviews and approves all major state contracts for services.
- Negotiates solutions to complex purchasing problems; advises the Secretary and agency administrators on purchasing regulations, vendor and agency contracts and other aspects of the purchasing process; directs the advertising for bids for contract purchasing and the collection of quotations on open market purchases.
- Oversees the acquisition and distribution of state and federal surplus property; oversees the development of service and handling fees for efficient operation of the Surplus Property Section; oversees the promotion of public awareness and interest in surplus property services.
- Oversees the maintenance and an inventory of all removable property belonging to the state.
- Oversees the leasing in the name of the state, any grounds, buildings, office or other space required by any department, agency, or institution of state government.
- Oversees the storage, maintenance and repairs of all state-owned vehicles and aircraft assigned to the central motor pool; oversees the development and operation of travel management services for state employees required to travel in the necessary conduct of state business.
- Makes reports to the Secretary, Governor, or legislature as required.

**DIRECTOR, PURCHASING DIVISION (CONT'D)****Knowledge, Skills and Abilities**

- Knowledge of federal and state purchasing laws, rules, regulations, and procedures.
- Knowledge of a broad range of products which are purchased by the state.
- Knowledge of commodity markets, marketing practices and commodity pricing methods.
- Knowledge of administrative managerial procedures.
- Knowledge of accepted practices, principles, methods and procedures of purchasing including the preparation of specifications, contracting and bid processing.
- Ability to plan, organize, and direct large scale purchasing operations.
- Ability to negotiate effectively with others and arrive at a satisfactory solution to a problem for all parties involved.
- Ability to communicate effectively with others both verbally and in writing.
- Ability to evaluate and analyze procedural problems, formulate alternative solutions and make the appropriate changes.
- Ability to interpret market prices and trends and to apply such interpretations to procurement problems.
- Ability to establish and maintain effective working relationships with agency officials, vendors, and the general public.

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited four-year college or university.

**Experience:** Seven (7) years of full-time or equivalent part-time paid experience in purchasing or public procurement, two years of which must have been in a supervisory or administrative capacity.

Established: 9/19/1990  
 Revised: 5/18/2000, 6/22/2000  
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