

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Director of Purchasing and Contract Administration **Class:** Official/Administrator
Department: Purchasing and Contract Administration **FLSA:** Exempt
Revised: March 2023

This job description supersedes any prior description for the Director of Purchasing and Contract Administration classification.

GENERAL DESCRIPTION

Highly responsible administrative work in directing the County's purchasing and contract administration activities. Exercises independent judgment and initiative based upon federal and state statutes and regulations, County policies, and the County budget. Supervision is received from the Assistant County Manager/HR Director. Work is reviewed by analysis of projects accomplished and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Purchasing Functions

Develops, implements and enforces policies and procedures related to purchasing and contracted services. Provides training for departments to provide information and instruction on purchasing policies and procedures.

Directs all aspects of the informal and formal bid process

- Interviews Department Directors to understand their purchasing needs, and writes all Request for Qualifications (RFQ's), Requests for Proposals (RFP's) and Invitations to Bid (ITB's); responsible for ensuring compliance with all state, federal, policy, and budget requirements. Ensures the inclusion of clearly defined specifications and contract requirements.
- Conducts pre-bid meetings and formal bid openings.
- Prepares bid tabulations with applicable agenda items for award recommendation. Presents information to the Board of Commissioners when necessary.
- Maintains purchasing website to ensure transparency within public record regulations.
- Retains bid materials in compliance with retention regulations. Responds to requests for public information.

Performs in-depth research, fact finding and informal requests for information to assist with project requirements and contracting and purchasing strategies. Negotiates with vendors to ensure the County is fiscally responsible.

Issues purchase orders; ensures Finance Department requirements are met, maintains purchase order files and prepares year-end liquidation and transfer of outstanding purchase orders.

Purchases vehicles and other items; reports purchases as needed to ensure that Finance maintains accurate asset records.

Manages the purchasing and contract administration budget.

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Contract Administration Functions

Serves as Contract Administrator managing County contracts and agreements and ensures proper legal review, collaborates with the County Attorney and other parties as needed. Negotiates with vendors as necessary.

Ensures that contracts have received Board approval in accordance with regulations and policies, places items on Board agenda; presents to the Board when necessary to answer questions.

Confirms that Department Directors have obtained a contract number from Finance that encumbers funds for their department, routes contracts for signatures, ensures that adequate insurance coverage exists, and pre-audit is obtained on each contract.

Maintains a database of all contracts and leases; tracks expiration dates and termination requirements, alerts departments in a timely manner to renew, renegotiate, and terminate contracts prior to expiration.

Coordinates retention and disposition of all County contracts and leases in accordance with state standards.

Ensures HUB (Historically Underutilized Business) requirements are adhered to within applicable contracts and verifies all quarterly federal reporting on HUBSCO.

Other Job Functions

Attends and participates in professional group meetings; maintains awareness of new trends and developments in purchasing and contract administration.

Performs all administrative tasks related to the position.

Performs other duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of state, federal, and policy regulations related to the formal and informal bid processes that apply to County government.
- Thorough knowledge of the legal aspects of contracts and leases.
- Thorough knowledge of the principles and practices of purchasing and negotiation,
- Ability to use discretion and independent judgment to research products and vendors and effectively negotiate the pricing of County purchases.
- Ability to listen to Department Directors, understand their purchasing needs, and when necessary effectively translate those needs into a well written and technically accurate RFQ, RFP, or ITB.
- Skilled in establishing and maintaining effective working relationships with County officials, vendors, fellow employees, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform own administrative tasks, including creation of detailed tracking spreadsheets, issuance of purchase orders, creation of memorandums, answering and returning phone calls and emails.
- Skilled in time management and organization.
- Ability to follow-through.
- Ability to effectively present information to County administration and the County Board of Commissioners.

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PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

1. Master's Degree in Public Administration, Business Administration, Technical Writing, or a closely-related field and 2 years of purchasing and contract administration work experience (preferably in NC local government), or
2. Bachelor's Degree in Public Administration, Business Administration, Technical Writing, or a closely-related field and 4 years of purchasing and contract administration work experience (preferably in NC local government), or
3. Associate's Degree in Public Administration, Business Administration, Technical Writing, or a closely-related field and 6 years of purchasing and contract administration work experience (preferably in NC local government), or
4. An equivalent combination of certification, education and experience.

Certification: Certified Local Government Purchasing Officer required or ability to obtain certification within three years.

Note:

*Work experience and/or certification with purchasing and/or contract administration with a NC public entity preferred.

*Certified Local Government Purchasing Officer certification preferred.

**This job description does not create an employment contract,
implied or otherwise.**