

## **DIRECTOR OF PURCHASING AND GENERAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Purchasing and General Services is responsible to supervise the activities of the Town's General Services Department. These activities include services to a variety of Town departments for Purchasing, encompassing the development of bids, proposals, quotes and related responsibilities, as well as responsibility for Facilities Operation. Work is performed under the administrative supervision of the Town Supervisor with a high level of independence to set department policies and establish practices. The Director ensures that Town purchasing activities comport with applicable New York State laws and regulations. Supervision is exercised over section supervisors and a small clerical staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Confers with department heads and their representatives on departmental needs for goods or services;  
 Prepares specifications for public bidding;  
 Interviews sales representatives and vendors;  
 Oversees advertising for bids;  
 Recommends the award of contracts after studying bids submitted;  
 Solicits quotations for supplies, materials, equipment and services;  
 Assures compliance with all laws, policies, rules, regulations or practices affecting purchases for the Town of Colonie;  
 Monitors trends in Town purchases and recommends policy or practice to either amend or modify;  
 Provides administrative supervision to Facilities Operations section and Purchasing section;  
 Responds to requests from Town departments for service from one of the Department sections;  
 Advises Town departments of General Services Department's policies and practices;  
 Provides budgetary projections and assures Department expenditures are proper;  
 Participates with section supervisors in discussions or negotiations with outside vendors or contractors;  
 Advises Town Supervisor in establishment of Capital Improvement Budget for various Town buildings and properties;  
 Participates in labor relations matters involving department employees;  
 Administers provisions of labor agreements;  
 Maintains appropriate records;  
 Prepares a variety of reports.

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

Thorough knowledge of the business principles and practices applied in Facilities, Purchasing and Operations; ability to manage and direct a large diverse municipal department; ability to evaluate a diverse Town department and make changes as necessary; ability to plan, assign, and supervise the work of others; ability to keep accurate records and make oral and written reports.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree in Business Administration or a related field; AND six (6) years of significant management experience in a large diverse organization, with primary responsibility for purchasing, development and implementation of requests for bids and proposals, and contract administration; with two (2) years of which must be in a supervisory capacity.

Note: The 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. The candidate must pay the required evaluation fee.

Town of Colonie  
 Personnel Officer  
 Adopted 1/26/23  
 Amended 4/29/24