



Mayor Mike Spano

CITY OF YONKERS

John A. Liszewski
Commissioner of Finance

DEPARTMENT OF FINANCE AND MANAGEMENT SERVICES

One Larkin Center

Third Floor
Yonkers, NY 10701

Tel. 914.377.6168
14.376.8218

ASSOCIATE DIRECTOR OF PURCHASING

- **Type: Full Time**
- **AFSCME GR 05**
- **Salary/Pay Rate: \$65,747.00 - \$106,669.00**

DISTINGUISHING FEATURES OF THE CLASS:

This position has the responsibility for assisting in the purchase of a wide variety of commodities according to limits established by State law. The work includes analyzing informal bids and subsequently selecting the supplier. The incumbent may also coordinate and expedite contract approvals through Board of Contract and Supply and Emergency Financial Control Board. General supervision is received from the Director of Purchasing. Direct supervision is exercised over clerical personnel as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Contacts private companies via telephone or office visit and negotiates the purchasing of materials, supplies and equipment;
- Analyzes informal bids and subsequently selects the supplier;
- Reviews requisitions from departments for various commodities to ensure the accurate completion of description and specifications;
- Prepares purchase orders;
- Maintains records, prepares reports, and conducts correspondence regarding bids, requisitions, cancellation of orders, price changes and adjustments;
- May analyze formal bids and make recommendations to Director for acceptance or rejection;
- In the absence of the Director of Purchasing, may act as Secretary to the Board of Contract and Supply and take responsible charges of the department's functions;
- May assist in creating and implementing procedures to ensure compliance with New York State bidding laws;
- May be assigned duties related to contract approval expediting with Board of Contract and Supply.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of markets, business methods, and purchasing practices, including knowledge of a wide range of commodities;
- Good knowledge of Federal, State, and municipal laws and ordinances regarding purchasing practices and procedures;
- Good knowledge of interviewing techniques;
- Ability to prepare purchase specifications;
- Ability to analyze bids;
- Ability to supervise the work of others;

- Ability to communicate effectively both verbally and in writing;
- Ability to establish and maintain effective working relationships with others;
- Good buying judgment;
- Initiative, resourcefulness, integrity, tact, courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Business Administration or a related field and four (4) years administrative managerial experience that involved the purchasing of a wide variety of commodities, two (2) years of which must have been in a supervisory capacity; or

B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Business Administration or a related field and six (6) years of experience as described in (A), two (2) years of which must have been in a supervisory capacity; or

C) Graduation from high school or possession of a High School Equivalency Diploma and eight (8) years of experience as described in (A) and (B), two (2) years of which must have been in a supervisory capacity; or

D) An equivalent combination of training and experience as defined by the limits of (A) through (C).

CLASSIFICATION: COMPETITIVE

Each interested candidate is asked to submit their resume along with a cover letter that specifies how they meet the minimum requirements to:

Jenna Nassar

1 Larkin Center, 2nd Floor

Yonkers, NY 10701

Or e-mail to jenna.nassar@yonkersny.gov