

DIRECTOR OF PURCHASING AND INVENTORY MANAGEMENT (ECWA)

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, coordinating and supervising purchasing activities at the Erie County Water Authority and supervising centralized stores and inventory management activities. This is an administrative and technical position responsible for supervising, purchasing, storeroom and inventory management activities, which seek to maintain an adequate supply of goods and services. The incumbent works directly with department heads and others empowered to order goods to determine the organization's equipment and supply needs. The incumbent recommends changes in existing purchasing procedures to improve organizational efficiency and to obtain cost savings. Work is performed under the general supervision of the Administrative Director, or an administrative employee of higher rank. Supervision is exercised over lower level technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs and directs purchasing functions and activities;
Assigns purchasing activities to subordinates;
Interviews sales representatives, secures bids and quotes; selects suppliers and places order on materials, equipment and services;
Performs on site inspection and evaluation of vendor facilities to determine capabilities;
Originates correspondence and telephone calls to obtain quotes; delivery dates and other pertinent data;
Recommends the most economical methods of shipment consistent with delivery requirements;
Processes special requisitions, assists in the preparation of specifications, edits and reviews requirements;
Contacts requisitioning department as necessary to complete details;
Suggests alternatives in vendor, quality, quantity, price and request of delivery dates;
Follows up and expedites, if necessary, to maintain established procurement schedules;
Coordinates with supplier and requisitioner to resolve changes; Arranges conferences to discuss specifications, usage and alternative purchasing strategies;
Distributes product information;
Obtains and distributes material safety data and specification sheets.
Maintains updated reference and quote files, catalogs and lists of sources of supply;
Supervises the storekeeper and stockroom personnel to insure maintenance of needed stock levels;
Supervises an inventory control system;
Reviews inventory control and purchasing procedures and systems and recommends changes as needed;
Assures compliance with established ECWA and State purchasing policies and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of medium and large-scale purchasing and inventory control;
Thorough knowledge of purchasing procedures;
Thorough knowledge of markets, trade conditions, business methods and purchasing practices;
Knowledge of stockroom and inventory control procedures;
Ability to meet and deal effectively with sales people;
Ability to prepare reports; administrative ability; ability to deal with the public; tact; initiative; dependability; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's Degree in business administration, Public Administration, or Accounting and four years experience in purchasing, accounting or inventory control, two years of which directly involved the goods, commodities, equipment or supplies used in the industry, including two (2) years experience in a supervisory capacity.
- B) Graduation from high school or possession of a high school equivalency diploma and eight years experience with primary responsibility for purchasing, accounting or inventory control, four years of which directly involve the goods, commodities, equipment or services used in the industry including two years of experience in supervisory capacity; or
- C) Equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Possession of a valid class D New York State driver's license at the time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

For information on how to apply, visit our website Employment Opportunities section at www.ecwa.org.

THIS POSITION IS A PROVISIONAL APPOINTMENT PENDING CIVIL SERVICE EXAMINATION WITH A STARTING SALARY OF \$104,428.48