

## DIRECTOR OF PURCHASING-WCMC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating the purchasing of equipment and supplies, and other types of services for all divisions of the Westchester County Medical Center, including the Ruth Taylor Institute. Responsibilities include initiating, controlling and following through on the various steps in the process of competitive bidding and/or establishing a contractual agreement which leads to purchasing a variety of products and/or services. The incumbent keeps abreast of up-to-date and accurate market trends and conditions with respect to medical equipment and supplies, and all other types of services, equipment, and supplies applicable to a large health care institution; reviews and approves specifications; analyzes bids to insure that the product and/or service will meet the standard specification; establishes, interprets and monitors contractual agreements; interprets policies, rules, procedures, and regulations relating to purchases of equipment and supplies, and services as established by Westchester County and other pertinent laws concerning public purchasing. Work involves the use of independent judgment and initiative in operating the Purchasing Division of the Medical Center which is independent of Westchester County's Bureau of Purchase and Supply. Supervision is exercised over a number of professional Buyers and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Consults with division heads regarding medical supplies, equipment, furnishings, building materials, other items to be purchased and/or services to be contracted out to determine quality, effectiveness, and durability of the products/services to be purchased;

Assists in the development, operation and maintenance of the Westchester County Medical Center Purchasing System, which interfaces with several divisions, to ensure optimum product pricing and utilization of contracts;

Prepares and reviews requisitions and purchase orders against specifications and catalogues;

Prepares and reviews contractual agreements against specifications and other necessary pertinent information;

Checks requisitions and purchase orders prepared by division staff for clarification;

Designates vendors to whom price requests will be sent;

Sends out invitations to suppliers/vendors to bid on specified items (equipment and/or services);

Contacts vendors regarding shortages, overcharges, breakages, etc;

Expedites delivery on orders by phone or letter;

Analyzes market trends and conditions;

Sells surplus and/or obsolete equipment and accumulated material;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Interviews sales representatives and company representatives in order to gain a more thorough knowledge of products/services being purchased;

Reviews advertising literature, trade magazines and other publications to keep abreast of market trends and new products;

Screens new applicants for additions to the list of qualified bidders/vendors;

Attends conventions and forums pertaining to purchasing and warehousing;

Trains and supervises a staff of Buyers in the various methods and procedures used in competitive purchasing/bidding;

Prepares policy and procedures relating to buying and selling of equipment and supplies, and to contractual agreements;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the public competitive bidding process; thorough knowledge of acceptable and legal business practices in dealing with product and/or service providers; thorough knowledge of budget classifications and accounting classifications against which departmental charges may be made; thorough understanding of legal aspects and procedures as they relate to the competitive bidding process and contracts; ability to carry out extensive research study on specialized hospital, medical and dental equipment, materials, supplies, and services; ability to supervise the work of others; ability to meet and deal effectively with sales representatives and County departmental representatives; strong negotiating skills; ability to communicate well both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; thoroughness; accuracy; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of purchasing experience where the primary function of the position was writing and negotiating of contractual agreements, two years of which involved the purchase of medical equipment, supplies, and/or services for a hospital or medical facility and one year of which was at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Business, Health Care Administration, Public Administration, Law, Finance or closely related field may be substituted on a year for year basis for up to three years of the general experience, but not for the specialized hospital or supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J. C.: Competitive  
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Job Class Code: E0558  
J.G.: Flat Rate