

PROGRAM ADMINISTRATOR (HOSPITAL PURCHASING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists the Director of Purchasing in all aspects of initiating, controlling and following through on the various steps in the competitive bidding process leading to the purchasing of a variety of products used by the Westchester County Medical Center. Responsibility involves keeping abreast of up-to-date and accurate market trends and conditions with respect to medical equipment and supplies; reviewing and approving specifications; analyzing bids to insure that the product will meet the standard specification; interpreting contracts; and interpreting policies, rules, procedures and regulations relating to public purchasing in Westchester County to staff, vendors, or division representatives. Work involves the use of independent judgment and initiative in operating the Purchasing Division at the Medical Center independent of the Bureau of Purchase and Supply. Supervision is exercised over professional buyers and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the overall management and supervision of the Purchasing Office;

Consults with division heads regarding medical supplies, equipment, furnishings, building materials and other items to be purchased which best meet their needs and to determine the quality, effectiveness and durability of products purchased;

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

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

Designates vendors to whom price requests will be sent;

Sends out invitations to suppliers to bid on specified items;

Contacts vendors regarding shortages, overcharges, breakages, etc.;

Expedites delivery on orders by phone or letter;

Analyzes market trends and conditions;

Interviews salesmen and company representatives in order to gain a more thorough knowledge of products being ordered;

Reviews advertising literature, trade magazines and other publications;

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

EXAMPLES OF WORK: (Cont'd):

Sells surplus and obsolete equipment and accumulated salvage material;

Attends conventions and forums pertaining to purchasing and warehousing;

Supervises and trains new Buyers in the various methods and procedures used in competitive purchasing;

Consults with Medical Center and Bureau of Purchase and Supply staff to review inventory, consumption rate and storage capabilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of competitive purchasing procedures; good knowledge of acceptable business practices in dealing with product suppliers; good knowledge of budget and accounting classifications against which departmental charges may be made; ability to carry out extensive research study on specialized hospital, medical and dental equipment, materials, and supplies; ability to supervise the work of others; ability to meet and deal effectively with salesmen and County departmental representatives; ability to supervise the work of others; ability to communicate well both orally and in writing; initiative; thoroughness; accuracy; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of college* and either: (A) an Associate's Degree* in Business Administration, Industrial Engineering, Accounting or Mathematics and four years purchasing experience, two of which must have involved the purchase of medical equipment and supplies for a hospital or medical facility; or (B) a Bachelor's Degree* in one of the above stated fields and two years specialized experience as stated in (A); or (C) a Bachelor's Degree* and three years purchasing experience, including two years of specialized experience as stated in (A).

*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.