



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424

[www.ontariocountyny.gov](http://www.ontariocountyny.gov) | (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB POSTING NOTICE

TITLE: [Purchasing Director](#)

START DATE: January 2023

RATE OF PAY: 2023 Starting Salary--\$86,789/year with comprehensive benefits package including paid holidays, paid leave, 2% match to deferred compensation, full health and dental insurance, wellness program, EAP, professional development training, and NYS Retirement pension.

TO APPLY: Visit <https://ontario-portal.mycivilservice.com/> to apply.

DEADLINE: October 16, 2022

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OPEN-COMPETITIVE MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher, AND four (4) years full-time paid experience, or its part-time equivalent, which involved the large-scale purchasing of commodities and services of a large governmental or commercial organization; at least two (2) years of which shall have been in a supervisory capacity; OR
2. Graduation from a regionally accredited or New York State registered college with an Associate's Degree AND six (6) years of full-time paid experience, or its part-time equivalent, as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION: Possession of a Certified Professional Public Buyer (CPPB) or Certified Professional Procurement Officer (CPPO) certificate may substitute for two (2) years of the required experience.

ONTARIO COUNTY PROMOTIONAL MINIMUM QUALIFICATIONS:

Three (3) years of permanent Competitive status as a Buyer in the Ontario County Purchasing Department immediately preceding appointment.

TYPICAL WORK ACTIVITIES:

Oversees and supervises the purchasing of all materials, supplies and equipment for County Departments;  
Maintains a centralized purchasing system, which includes the establishment of purchasing policy and procedures for such system;

Director the purchasing activities of the County and advice to Department Heads on purchasing matters;

Directs the purchases or contracts for all supplies, materials, equipment and contractual services required by County departments;

Meets and negotiates purchases, contracts and maintenance agreements with vendors;

Analyzes formal bids, making recommendations for acceptance or rejection to the appropriate Standing Committee of the Board of Supervisors; attends Committee and Board meetings to discuss bids and recommendations;

Analyzes the benefit of lease versus purchase and recommends the most fiscally prudent course of action;

Develops cooperative purchasing agreements with other municipalities and public and private non-profit agencies;

Oversees use of National Cooperatives and other contracts allowing a piggyback option to verify issue and award of these contracts meets the requirements of NYS General Municipal Law;

Oversees the County Procurement Card Program and is the System Administrator for cards to be issued and their use for compliance with the P-Card Manual;

Oversees the County asset inventory management system, including the conduct, transfer, trade-in and sale or disposal of surplus equipment;

Establishes and enforces standard rules, laws and specifications with regard to supplies, materials, equipment and services.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

EOE