



Warren C. Evans
County Executive

DIVISION DIRECTOR - PURCHASING – MANAGEMENT AND BUDGET

GENERAL SUMMARY:

The Division Director of Purchasing oversees all aspects of the County's procurement functions. The annual purchasing spend is approximately, \$1.1 B. Responsibilities include planning and directing the procurement process, aligning to the County vision, values and mission, while reducing costs, ensuring integrity and improving quality & efficiencies. The Purchasing Director, under minimum supervision, relies on extensive experience and judgment to plan and accomplish goals, develop policies, procedures and objectives for the County's purchasing program in accordance with the Wayne County Charter, Procurement and Ethics Ordinances. This Division Director acts as the centralized procurement officer for the County and is responsible for the procurement of materials, supplies, equipment, professional and contractual services, while ensuring that local vendors, minority and women-owned businesses have the maximum feasible opportunity to participate in the performance of County Contracts. This role leads and supports the services, contracts, funding and projects associated with Purchasing, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, assigns and reviews the work of a staff of subordinate procurement specialists engaged in purchasing various commodities and services for Wayne County
- Develops, plans, implements, and administers division goals and budgets
- Coordinates and participates in the development of bid specifications; solicit and analyze bids and recommend award of bid contracts
- Conducts pre-bid conferences to discuss problems; coordinates bid evaluation process to ensure compliance with contract specifications

- Analyzes and evaluates the cost, quality and suitability of supplies, services materials and equipment against specifications
- Oversees purchasing supplies, services and equipment; preparing and obtaining quotations; reviewing and processing requisitions; preparing and issuing purchase orders
- Directs and oversees implementation of the division work plan, assigned work activities and projects
- Liaisons between vendors, contractors and Wayne County Officials; responsible for developing and managing key vendor relationships
- Monitors budget to control expenditures to properly administer division's budget
- Hires, trains, motivates and evaluates personnel; disciplines and implements corrective actions as necessary
- Evaluates operations on a on-going basis; recommends changes to ensure efficient results
- Oversight and maintenance of the electronic purchasing system
- Outreach, communication and instruction of the Wayne County procurement process to the vendor community
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Government Relations
- RFP/Scope Development & Evaluation
- Contract Management System/PC3 or similar systems
- Working knowledge of JD Edwards & PeopleSoft
- Contract Development/Administration and Compliance
- Measurement & Accountability
- Budgeting & Reserving
- Public/Governmental Procurement
- Federal Regulations – Grants
- Program Management
- Analytical Analysis
- MS Applications – Word, Excel, PowerPoint, Outlook

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Seven years experience in procurement and purchasing for a large public or governmental agency.

Training: Bachelor's Degree in Accounting, Finance, Business Administration or a related field or equivalent educational experience.

License: Certification as a Certified Public Purchasing Officer or Certified Purchasing Manager is highly preferred.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

County of Wayne, Michigan
February 2013