

# NEW CASTLE COUNTY GOVERNMENT

Number 0146

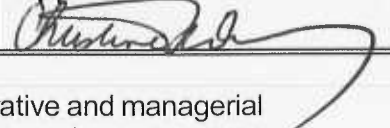
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## CLASS SPECIFICATION

Date 07/10/15

Title: CHIEF PURCHASING AGENT

Approved:



GENERAL STATEMENT OF DUTIES: Performs highly responsible administrative and managerial work in a large scale centralized purchasing and document (electronic and paper) management environment. The duties include planning, organizing, directing, supervising, executing and enforcing county code and purchasing strategies in the acquisition of all professional services, goods, and non-professional services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for managing the activities of and performing central procurement activities as well as activities relating to mail distribution, printing, and records retention for the County. The work in this class involves considerable independent judgment and initiative as well as extensive knowledge of purchasing and records management laws, policies, and procedures. Works closely with the Office of Law in reviewing and resolving bid protests, monitoring legal review cases, developing legislation and code modifications and performing compliance review of change order requests. Works cooperatively with General Managers, the Executive Office and Members of County Council; provides comprehensive responses to constituent inquiries, updates on bid status and awards, and educates on the purchasing laws and policies. Administers the New Castle County Small Business Development Plan providing assistance and support to small businesses including education and training in the purchasing process and conducts and participates in outreach activities. Work is performed under the general supervision of the Chief of Administrative Services.

EXAMPLES OF WORK: (Illustrative only)

- Manages the daily operations of the purchasing, mail distribution, printing, and records retention activities of New Castle County;
- Participates in the planning, developing, auditing, and reviewing of procurement and records management standards, procedures, and policies;
- Conducts research of more complex procurement issues, recommends strategies and leads in related implementation including the coordination of legislative action;
- Directs the centralized solicitation process; and reviews bid award recommendations;
- Works closely with departments in the development of professional services request for proposals;
- Ensures that all purchases and records management processes are conducted in compliance with applicable laws, policies, and procedures;
- Assists in the management, development, and maintenance of operating procedures for the automation of all procurement activity;
- Authorizes and executes purchase orders and all county contractual documentation;
- Provides council with weekly reporting on the status of bids, emergency purchases, and monthly reporting of purchases;
- Manages, supervises and evaluates a staff of professionals and para-professionals;
- Administers the Small Business Development Initiatives, including educational workshops, outreach, certification, electronic databases, joint ventures and partnerships;
- Leads conflict resolution processes with vendors;
- Investigates department claims of vendor non-performance;
- Reviews and consults with Office of Law on bid protests;

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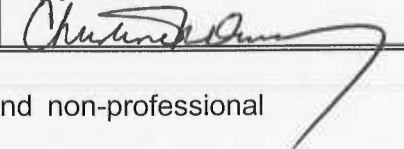
## CLASS SPECIFICATION

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Date 07/10/15

**Title:** CHIEF PURCHASING AGENT

**Approved:**



- Leads all contract negotiations for professional services, goods and non-professional services;
- Oversees the work of the New Castle County Purchasing Review Committee;
- Participates in the annual budget process;
- Oversees the development, maintenance and usage of the highly complex automated procurement processing system;
- Provides reports and information to Executive Office and Council on emergency purchases, contract status, and bid requests;
- Conducts studies of vendor performance, meets with vendors to resolve irregularities, and establishes corrective measures;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of laws relating to public purchasing with specific attention to governmental purchasing; extensive knowledge of office management practices and procedures; ability to provide professional expertise in the resolution of vendor problems and department concerns; ability to supervise the work of subordinate staff; ability to obtain and maintain the Certified Professional Public Buyer certification; ability to write clear and concise specifications; ability to communicate courteously and effectively, both verbally and in writing; tact and diplomacy in dealing with vendors, department representatives and subordinates; initiative and resourcefulness; ability to draw valid conclusions; professional integrity.

**MINIMUM QUALIFICATIONS:** At least five (5) years experience at the level of a Purchasing Agent, possession of the Certified Professional Public Buyer (CPPB) and/or Certified Professional Public Officer (CPPO) Certification from the Universal Public Purchasing Certification Council, and/or Certified Professional Manager (CPM) Certification; and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities. The CPPB and/or the CPPO and CPM must be obtained within the first three (3) years of employment or promotion to this position and must be actively maintained as a condition of continued employment.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 07/01/90  
Revised: 02/12/96  
Revised: 11/01/97  
Revised: 05/01/01  
Revised: 01/13/04  
Revised: 12/14/10  
Revised: 07/10/15