

**GRADE: 17**  
**DIVISION: FINANCE**

---

**POSITION SUMMARY:**

The Purchasing Director is primarily responsible for planning, supervising, and performing the daily activities involved in the purchase of materials, supplies, equipment and services for the Tulsa City-County Health Department (TCCHD). This position also participates in the preparation and development of bids, request for proposals (RFP) and contracts.

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

The following functions represent most of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary:

**ESSENTIAL JOB FUNCTIONS:**

1. Develops, monitors and assures that TCCHD purchasing policies and procedures are adhered to State and County purchasing regulations and rules.
2. Reviews, approves and places orders for requisitioned purchases according to TCCHD purchasing policies and procedures.
3. Supervises the preparation and distribution of bid invitations; supervises the tabulations of bids and quotes.
4. Participates in the development of recommendations on lowest and best bid prices; ensures the competitive bidding process is followed through without a breach or failure.
5. Maintains list of active suppliers, current vendors bid lists and other purchasing files and reports.
6. Maintains relationship with vendors or suppliers; confers with vendors and sales representatives regarding availability of supplies, delivery dates, billing prices, shipping charges or special problems related to purchases.
7. Follows up on backorders, supplies not received, incorrect supplies received, and excessive or under charges; tracks supplies received but unable to locate.
8. Reviews catalogs, trade publications, and purchasing manuals to determine the most favorable sources of supply and quality for purchased materials.
9. Appraises relative quality of the items or services purchased to ensure compliance with purchasing specifications.
10. Provides guidance, direction and supervision to the purchasing staff.
11. Provides advice to management regarding vendor qualifications, delivery schedules, payment options, and contract alternatives.
12. Communicates timely with THD Program Manager or Administrative Assistants regarding the progress or delays in supply orders or service request.
13. Assists auditors in annual review process as needed.
14. Provides training to employees who are responsible for requisitioning supplies and services.
15. Completes required training in support of duties and responsibilities of this position.
16. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

## **QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Bachelor's degree in business, public administration or related field required.

**Experience:** Five years of purchasing experience required, preferably in the public sector.  
Three to five years of supervisory experience required.

## **Knowledge and Skills:**

- Knowledge of methods used in competitive bidding, contract negotiations and approved purchasing methods and terminology; knowledge of State/County purchasing rules and regulations; and knowledge of sources of supplies, markets, and price trends.
- Ability and willingness to establish and maintain effective working relationships with vendors, other employees, and the general public.
- Ability to apply effective reasoning techniques when interpreting purchasing statuses.
- Ability to interpret governmental regulations and to write procedure manuals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Good interpersonal, customer service, multi-task, and satisfaction-oriented skills.
- Composition of clear, concise correspondence and documents.
- Working knowledge of MS Word and Excel.
- Understanding of financial accounting systems, billing systems, reporting tools, and related procedures and software used for recording and reporting business transactions.

**Licenses/Certifications:** CPO (OK State Certified Procurement Officer) preferred or must obtain a CPO Certification within 1 year of hiring date.

## **INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Regular internal contact with other personnel to verify the status of purchase orders or invoices.
- Regular external contact with vendors regarding purchases and orders.

## **PHYSICAL EFFORT:**

Must be able to lift materials, boxes of records and equipment weighing up to 25-30 pounds. Some stooping, bending and squatting may be required when retrieving files. Sitting for periods of time, up to 3 hours. Repetitive hand motions associated with using a computer, keyboard, mouse and telephone.

## **SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:**

**Direct Supervision** – Purchasing Staff

**Indirect Supervision** – None.

**Budget/Money/Material** – No direct accountability. Recommends the purchase of multi-million dollars in supplies, equipment and services each year.

**Reports to** – Chief Financial Officer

**WORKING CONDITIONS:** No unusual working conditions. Conditions include those found working in an office environment.

**FLSA Status:** Exempt

**SPECIAL REQUIREMENTS:** Must maintain TCCHD record confidentiality including compliance with HIPAA regulations.