

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1150

**TITLE:** DIRECTOR OF PURCHASING AND SUPPLY MANAGEMENT

**GRADE:** E-09

**DEFINITION:**

Subject to policy determination and general direction from the Deputy County Executive for Administration and the Assistant Superintendent for School Services, to plan and direct the administration of the integrated County Supply System; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

**ILLUSTRATIVE DUTIES:**

Analyzes purchasing and supply policies and procedures, and controls their implementation and application to the end that common policies and procedures are employed to the maximum practicable, and that new techniques for enhancing system effectiveness are incorporated;  
Manages the operation on both day-to-day and long-range basis, to insure that adequate supply support is rendered;

Continuously analyzes total County support requirements;

Determines essential tasks to be performed and priorities among tasks and schedules their accomplishment;

Allocates necessary resources for the achievement of determined tasks, within the restraints of manning levels and budget;

Supervises the routine management of personnel;

Formulates and executes all budgetary matters.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of pricing methods and marketing practices;

Working knowledge of a wide variety of the kinds of materials, supplies and equipment generally used by the County;

Working knowledge of accounting practices as applied to procurement activities;

Ability to develop and maintain effective relationships with department heads, vendors and the general public;

Ability to plan and supervise the work of a staff;

Ability to prepare clear and concise reports;

Ability to speak and write effectively.

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**EMPLOYMENT STANDARDS:**

Graduation from college or university with major course work in public administration, business administration or related field including or supplemented by courses in purchasing and seven years of increasingly responsible technical experience in a centralized supply and purchasing program preferably in government or with a corporation involved in buying a great variety of products of which at least two years must have been in a supervisory capacity.

**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

EXEMPT CODE CHANGE:

June 2009

REVISED:

April 16, 2002