

DEPARTMENTAL SERVICES DIRECTOR

DESCRIPTION OF WORK

This is administrative work in directing and coordinating all purchasing and purchasing-related functions and a variety of supportive central office services for a major State Department.

Employees in this class are responsible for directing all departmental supportive functions and activities involving the procurement, inventory control, and warehousing of all equipment and supplies, and for supervising and coordinating central office services such as mail, duplicating and printing, office space acquisition and utilization, vehicle assignment, and other services required by the department in carrying out its goals and objectives. Work is performed in accordance with State and departmental rules and regulations as they pertain to the procurement and control of equipment and the disposal of surplus equipment. Work is evaluated by a departmental or administrative official through analysis of the economy, efficiency, and dispatch with which the departmental service activities contribute to the attainment of departmental goals and programs.

EXAMPLES OF DUTIES PERFORMED

Supervises and directs the work of several subordinate section or unit heads in the purchasing office, storage area, mailroom, and duplicating center.

Establishes and administers agency policy and procedure for purchasing, warehousing, surplus property, and inventory.

Establishes and administers agency policy and procedure for centralized services such as mail, duplicating, space acquisition and allocation, vehicle assignments, maintenance agreements, and other departmental services assigned by the Deputy or Assistant Director.

Coordinates capital improvement and renovation projects with General Services and with outside contractors.

Plans and determines office space needs and utilization; negotiates lease agreements with private property owners for field office space.

Assists management in budget preparation for equipment needs and related office supplies and services.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of State purchasing law and policy, and large-scale purchasing and warehousing methods and procedures.

General knowledge of accounting principles and methods as applied to the procurement and control of equipment and supplies.

General knowledge of the uses and operations of photographic, duplicating, and other office machines and equipment.

General knowledge of real estate and property values as applied to lease and contract agreements.

Ability to plan, assign, and supervise the work of technical and clerical subordinates.

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Ability to develop and implement administrative and fiscal systems and procedures to provide for efficient and economical purchasing, purchasing related, and central supportive services.
Ability to establish and maintain effective working relationships with associates, officials, and vendors.

Minimum Education and Experience

Graduation from a four-year college or university preferably with specialization in marketing or business management and four years experience in large-scale purchasing, warehousing, central office services, or closely related functions, including one year in a supervisory capacity; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.