

Delaware County, PA

Director of Purchasing



201 West Front Street, Media, PA



About Delaware County

With a population of 562,960, Delaware County is a dynamic, fast-growth region strategically located southwest of Philadelphia. Named for the Delaware River, Delaware County is the oldest settled section of Pennsylvania presently consisting of over 184 square miles divided into forty-nine municipalities.

Delaware County is the fifth most populous in the state and the third smallest land mass. From Delaware County you can efficiently reach domestic and global markets through a robust network of highways, railways, waterways, and airways. The county is poised for success and complemented by some of the best educational institutions and medical facilities in the country along with cutting edge technology such as the Boeing Vertol V-22 manufactured in Delaware County. Delaware County houses eleven colleges and universities including Villanova University, Haverford College, Swarthmore College, and Penn State Brandywine Campus.

Delaware County is home to six county parks and Ridley Creek State Park which encompasses more than 2,606 acres of Delaware County woodlands and meadows. The gently rolling terrain of the park, bisected by Ridley Creek, is only 16 miles from center city Philadelphia and is an oasis of open space in a growing urban area.

Delaware County's neighborhoods offer boundless options to satisfy a wide range of preferences that include thriving urban centers, peaceful suburbs, diverse housing options, exceptional schools, award-winning healthcare, nature, playgrounds, and shopping. Delaware County offers world-renowned art museums, festivals, gardens, and historic battlefields; five-star restaurants, wineries, and hometown brew pubs are also a staple of the region.

Delaware County Government

Delaware County consists of a five-member elected Council. In May 1975, the residents of Delaware County approved a Home Rule Charter plan which was later effective in January 1976. The County thus became the first in the state of Pennsylvania to become a Home Rule county.

The Home Rule Charter gives County Council the authority to pass ordinances, resolutions and proclamations and to provide budget and personnel to the needs of the residents as they arise. Council is responsible for adopting a budget each calendar year, raising funds through taxes or bonds for capital projects, setting payroll scales and employee size.

County Council is involved in activities pertaining to economic development, public transportation, waste disposal, human services, land use and culture. The Council also decides the best means of providing services which are required by law or are necessary for the well-being of the county and determines the participation of the County in intergovernmental programs involving federal, state, and local government as well as distribute federal and state grants for social services.

The Council is also responsible for all legislative and administrative functions of the county government. Although Council has overall responsibility for all actions of county departments, the Executive Director, a County Council appointee, is directly responsible for the operations of certain departments as outlined in the Home Rule charter or as assigned by County Council. The primary administrative level staff assistance is provided to Council by the Executive Director and the County Clerk. Legal guidance and representation is provided by the Solicitor.

Members of County Council are elected on an at large basis to four-year terms at staggered two-year intervals when municipal elections are held, which occur in odd numbered years.



The Position

The Central Purchasing Department is the County's Procurement Office for the acquisition of supplies and services relative to all County Departments and business. All purchases are made with the best interests of County Government and Delaware County Taxpayers in mind. The Director of Purchasing works under the general direction of the Chief Financial Officer and supervises personnel with a primary focus on providing services in an efficient, effective and economical fashion. All procurement activities are examined using the Code of the County of Delaware as a rule of compliance as well as applicable state and federal guidelines.

Essential Duties

- Works with all departments to develop, negotiate, evaluate and administer bids, quotes and contracts with vendors and suppliers
- Assists in identifying County short-term and long-term procurement needs
- Monitors contract performance to ensure compliance with contractual obligations. Resolve vendor issues as needed
- Maintains inventory levels for general office supplies and orders goods and services for all departments
- Researches and evaluate vendors based on price, reliability, service and capability. Recommending new vendors as needed
- Regularly assesses new purchasing and/or savings opportunities
- Supports departments in developing annual purchasing budgets
- Tracks equipment replacement schedule
- Ensures compliance with federal, state and local governmental procurement laws
- Develops purchasing policies and standard procedures
- Performs all other duties, tasks and special projects as assigned

Knowledge, Skills, and Abilities

- Ability to maintain confidential and meticulous records
- Ability to work strategically and collaboratively across departments
- Ability to manage multiple, complex priorities at once

Education and Experience

Qualified applicants will have a Bachelor's Degree in business, logistics, or a related field, plus at least 5 years' experience within strategic sourcing, and 3 years of supervisory experience; experience with government procurement will be a plus. Experience at a senior level may be considered in lieu of a college degree.

The Ideal Candidate

The ideal candidate will be a versatile, detail-oriented individual with progressively responsible procurement management experience for a government agency (preferably municipal). The ideal candidate will have experience with automated financial and logistical data systems, SAP experience is a plus.

The ideal candidate will be a creative leader who inspires the staff to achieve excellence who must exhibit strong coordination and relationship-building skills to set a positive example of competence, professionalism, customer service and work ethic for the organization. Effective communication along with strong analytical skills, collaboration, negotiation, and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills, and comfort with public speaking are imperative.

Salary

Delaware County is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

Residency Requirement

The County of Delaware has a residency requirement for employees. Anyone applying for this job must reside in Delaware County or be willing to move to the County within six months of starting employment.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: DELCODOP

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com

