



JOB TITLE: Facilities and Purchasing Specialist **JOB GROUP:** V

LOCATION: Administration – 255 Delaware Avenue, Suite 300, Buffalo, NY

REPORTS TO: Vice President of Facilities & Purchasing

SUMMARY OF DUTIES:

The Facilities and Purchasing Specialist (FPS) is responsible for assisting in the oversight of the maintenance and purchasing needs for the Agency. Assisting in the oversight of repair and maintenance contracts, responding to requests for repairs and maintenance from Agency sites, acting as liaison between sites, landlords, and staff and outside vendors. The FPS will assist in the purchasing function across the Agency, soliciting quotes, evaluating vendor proposals, and coordinating delivery and installation when appropriate. He/she will be responsible for vendor contract oversight and monitoring of spending. The FPS will be responsible for maintaining and updating a database of the Agency's property and equipment including County Asset Tag Management.

RESPONSIBILITIES:

- Coordinates necessary repairs or maintenance for facilities as needed.
- Process purchase orders.
- Seeks best solutions for purchased and contracted services including sending out requests for proposal and evaluating bids and proposals received.
- Provides support and input with regard to space planning for Agency programs.
- Assist with project management leadership for program/site relocations, capital improvement projects, and equipment deliveries and installations.
- Assists with lease and contract negotiations
- Prepares Agency volume usage analyses for possible pricing discounts.
- Other duties as assigned.

KNOWLEDGE, SKILLS,& ABILITIES:

Excellent written and oral communication skills. Excellent interpersonal skills. Expertise and ability to assist in contract negotiations. Knowledge of purchasing function, proficient in computer software applications, especially Word and Excel.

QUALIFICATIONS:

Associates degree in business or related discipline from two-year college and two years' experience or five years' experience in purchasing, facilities management, and/or contract negotiations

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