

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF COMPLIANCE **GRADE:** 21

TITLE ABBREVIATION: DIR OF COMPLIANCE **TITLE NO.:** 56290

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: DEPARTMENT OF GENERAL SERVICES

NATURE OF THE WORK: The Director of Compliance has the responsibility of oversight and monitoring of contracts, and the direction of the procurement process, to ensure compliance with all applicable federal, state and local regulations, program standards and procedures. The work involves reviewing contracts for consideration and assuring the terms of the contracts are being met while the contract is in effect, as well as ensuring that all purchases of supplies and equipment for all departments of the county are in accordance with requirements for advertising and competitive bidding as established in law.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive classified service. The Director of Compliance has responsibility for providing managerial, administrative and technical direction of assigned staff within the department. General direction is exercised over this position by the Commissioner of General Services. The Director of Compliance has wide latitude for use of independent judgment in determining appropriate courses of action within areas of responsibility. General supervision is exercised over a staff of professional and support personnel within the division.

TYPICAL DUTIES AND TASKS:

Plans, supervises and directs the work of the Contract Compliance and Policy Division:

- Oversees monitoring of contracts, ensures the maintenance of contract continuity and negotiates contract extensions;
- Assists in the development of written policies and procedures for compliance related activities and monitors compliance systems to ensure their effectiveness;
- Provides technical assistance to vendors and department heads to ensure continued contract compliance;
- Identifies compliance issues and directs follow up and investigation of the same;
- Serves as contract liaison between Orange County and various providers including subcontractors and other county departments and agencies;
- Evaluates industry trends, market conditions, and best practices to assess feasibility for implementation into current department processes.

Oversees the daily operation of the Procurement and Government Operations Division:

- Assists Commissioner of General Services in the formulation of policies and procedures and makes recommendations regarding purchasing matters;
- Confers with department heads or designated representatives to provide advice on purchasing matters; making site visits as necessary;
- Evaluates market conditions and keeps current on price trends and new or improved items of supply;
- Analyzes request for quote (RFQ), request for proposal (RFP) and RFB documents for conformance with specification and proposal, price data and other factors affecting the quality and delivery of goods and services;
- Reviews requests for the purchase of goods and services and recommends substitution where savings in costs or improved delivery will result;
- Coordinates the process of writing requests for proposals, soliciting sealed bids and bid opening;
- Reviews and recommends approval of bid documents;
- Develops training materials to facilitate adherence to purchasing policies and procedures;
- Maintains contact with contractors to ensure compliance with the terms and conditions of purchase contracts;
- Oversees special purchasing projects;
- May write requests for proposals and bids;
- May aid in the preparation of the department budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, rules, and regulations governing bid purchasing; good knowledge of federal, state, and local regulations pertaining to contracts; good knowledge of principles and practices of governmental purchasing; good knowledge of market conditions and price trends; good knowledge of assessment methods and techniques involving the collection of data; working knowledge of department procedures and office equipment; ability to prepare and interpret purchase specifications; ability to collect, interpret and project statistical data; ability to develop, maintain and evaluate monitoring procedures; ability to keep accurate records; ability to work cooperatively with other public and private agencies; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business, Finance, Accounting, Political Science, Public Administration, or related field, and three (3) years of paid work experience involving purchasing a wide variety of commodities and/or the procurement, monitoring, and negotiation of contracts; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regent to grant degrees with an Associate's degree in Business, Finance, Accounting, Political Science, Public Administration, or related field, and four (4) years of experience as outlined in (A) above.

REVISED: 7/8/2022 AT