

Job Title: Assistant Director Procurement**Grade:** M**Department:** Procurement**FLSA:** Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, organizes, and supervises procurement services. Provides support services to other College divisions, departments, offices and programs. Performs a variety of technical tasks relative to purchasing and procurement services.

Characteristic Duties and Responsibilities:

1. Plans, prioritizes, assigns, supervises and reviews the work of personnel involved in college-wide purchasing and procurement activities.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for management of purchasing activities relating to college and state requirements; implements policies and procedures.
3. Evaluates purchasing operations and activities; recommends improvements and modifications; prepares reports on operations and activities.
4. Supervises purchasing services in accordance with college, local, state, and federal rules, regulations, and guidelines.
5. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits documentation and justification for purchasing requests; monitors and controls expenditures.
6. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures as necessary.
7. Answers questions and provides information to faculty, staff, public, and state officials; investigates complaints and recommends corrective action as necessary for the resolution of complaints.
8. Assists state auditing, compliance, and inspection officials as necessary.
9. Acts as technical buyer for college-wide purchase of technology-related equipment, goods and services; approves purchases when meeting college and state guidelines for buyers.
10. Reviews and coordinates purchasing requests and requisitions made by faculty and staff; purchases a wide variety of supplies, equipment and services for on and off-campus locations.
11. Interviews and negotiates with vendors and other representatives regarding prices, trade discounts, contracts, and deliveries; prepares and solicits bids; compares costs and evaluates the quality and suitability of supplies, materials, services and equipment.
12. Performs other duties as assigned.

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Reporting Relationships:

Direction Received: Reports to Director of Administrative Services

Direction Given: Direct Supervision and evaluation of work as a first-line supervisor over administrative support and procurement staff

Minimum Requirements:

Bachelor's degree in business administration, accounting or related field and three years of progressive experience in purchasing or procurement with a governmental or public entity; a combination of at least 5 years of purchasing or procurement experience and a professional certification including Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) or Certified Public Purchasing Buyer (CPPB) may be substitute for the degree

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of principles, practices, methods, regulations and procedures of purchasing and procurement

Knowledge of methods and practices utilized in competitive bidding

Knowledge of local, state and federal laws, rules, regulations and procedures governing public purchasing and procurement

Knowledge of typical office procedures, practices and proficiency with computer and communication equipment

Knowledge of accounting and auditing practices and procedures

Knowledge of budgeting practices and procedures

Proficiency with the college's administrative information system and office applications

Knowledge of principles and practices of supervision, training and personnel management

Ability to supervise, schedule and coordinates purchasing functions, activities and services

Ability to establish and maintain complete and accurate purchasing records

Ability to establish and maintain effective working relationships with suppliers, staff, faculty and state procurement staff

Ability to prepare and administer a budget

Ability to analyze, evaluate and modify purchasing methods and procedures

Ability to communicate clearly and concisely, orally and written

Ability to interpret and explain state and college purchasing policies, procedures, regulations, and laws

Job Description

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Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse