DIRECTOR OF PURCHASING
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Purchasing plans, organizes, directs and supervises District purchasing activities.

SCOPE

Under general direction of the Vice President, Business Services, responsible for directing various purchasing functions of the College; performs management duties within the Business Services organizational structure; and provides support functions for College programs as assigned.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

- Manages the College purchasing function in compliance with applicable legal requirements, district policy, and sound business practices (E)
- Organizes, directs and implements a comprehensive College purchasing program considering economy, efficiency and service (E)
- Consults with and assists departments in determining needs and developing specifications for goods or services (E)
- Prepares bid specifications for goods and services, arranges for legal advertising, opening and analyzing bids and making recommendations for contract awards (E)
- Reviews and signs all purchase orders and maintains follow-up procedures on late or partial deliveries (E)
- Assigns work to, supervises, and evaluates the work of purchasing, warehouse, mail room and other assigned staff (E)
- Develops recommendations for changes and improvements in purchasing and receiving policies and procedures to increase cost-effectiveness of the purchasing program (E)
- Acts as primary liaison with vendors, College departments, local and state agencies, and the public on issues and questions concerning purchasing (E)
- Evaluates vendor and product performance as necessary; compares performance to standards, specifications and terms of contracts; takes appropriate action; maintains insurance records for active vendors as appropriate (E)
- Plans budget for the Purchasing Department for approval by the Vice President, Business Services (E)
- Implements and maintains a fixed asset accounting program/inventory process (E)
EXAMPLES OF DUTIES (cont'd)

- Compiles and maintains statistical data and generates reports (E)
- Automates the purchasing, inventory, and warehouse functions (E)
- Serves on college committees as required or assigned
- Attends workshops, conferences and meetings related to the college business, purchasing and other assigned operations
- Performs special projects related to the Business Services as assigned
- Performs related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to a Bachelor's degree in accounting, finance, business, public administration or a related field AND four years of increasingly responsible professional level administrative experience, including two years experience in purchasing.

Knowledge and Abilities:

Knowledge of:

- general purchasing procedures and competitive bidding processes
- computer applications including word processing, spread sheet, data base and accounting software
- general knowledge of and the ability to apply the principles and practices of program administration, office management and budgetary control

Ability to:

- analyze complex information related to the purchasing function
- understand, interpret and apply a variety of laws, regulations and litigation concerning purchasing and contracts
- perform duties in compliance with applicable College rules and regulations, policies and procedures
- effectively train, supervise and evaluate the activities of others
- consistently perform under the pressure of deadlines and other administrative demands
- communicate effectively verbally and in writing
- to establish and maintain effective working relationships with faculty, staff and College administration

Desired: Knowledge of public sector purchasing procedures and competitive bidding.
LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license

WORKING CONDITIONS

Environment:

- Office environment

Physical demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Seeing to read and analyze financial reports

AUTHORITY/ RESPONSIBILITY

The Director of Purchasing has direct supervision of designated classified employees within the purchasing, warehouse and mail room and other assigned functions.

Established: July 12, 1999.