DIRECTOR OF PURCHASING AND CONTRACTS
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Purchasing and Contracts plans, organizes, directs and supervises District purchasing and contracting activities and is responsible for directing various auxiliary services and the coordination and direction of the risk management program.

SCOPE

Under general direction of the Vice President, Business Services, responsible for directing purchasing, mailroom, duplications, warehouse and the food services functions of the College; coordinates specific District wide risk management functions and activities; performs management duties within the Business Services organizational structure; supervises the operational activities of the mailroom, duplications, warehouse and food services; and directs and coordinates specific District wide risk management functions and activities; and provides support functions for College programs as assigned.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

- Organizes, directs and implements a comprehensive College purchasing program to provide equipment, materials, and services efficiently and economically (E)
- Manages purchasing processes (to include all formal bidding required) to comply with federal, state, and district requirements and sound business practices (E)
- Reviews and manages District contracts (E)
- Manages District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control (E)
- Evaluates extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District (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, duplications, food services 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, warehouse, mail room, duplications and food services for approval by the Vice President, Business Services (E)
- Implements and maintains a fixed asset accounting program/inventory process (E)
- Compiles and maintains statistical data and generates reports (E)
- Automates the purchasing, inventory, and warehouse functions (E)
EXAMPLES OF DUTIES (cont'd)

- Participates as a member of the District Safety Committee
- Serves on college committees as required or assigned
- Attends workshops, conferences and meetings related to college business, purchasing and other assigned operations
- Performs special projects related to 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 and two years experience in insurance or corporate/public sector risk management.

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 and risk management function
- understand, interpret and apply a variety of laws, regulations and litigation concerning District 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
- establish and maintain effective working relationships with faculty, staff and College administration

Desired: Knowledge of public sector purchasing procedures and competitive bidding,
Familiarity with California Workers’ Compensation system

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

AUTHORIZED/RESPONSIBILITY

The Director of Purchasing and Contracts has direct supervision of designated classified employees within purchasing, warehouse, duplications, food services and mail room and other assigned functions and is responsible for providing technical risk management and safety information and direction for all segments of the college.

Established: July 12, 1999
Revised: September 13, 2004