

DIRECTOR OF PURCHASING SERVICES

CLASS SUMMARY

Under general direction and supervision of the Vice Chancellor of Business Operations/Fiscal Services, this position is responsible for the leadership and administration of all aspects of purchasing services, including but not limited to purchasing/procurement operations and procedures, warehousing operations, asset inventory control, contracts management and internal mail service. This is a classified management position.

REPRESENTATIVE DUTIES

Supervises and manages the purchasing and warehouse operations.

PURCHASING

Administers and manages the purchasing operations and insures timely, cost effective and accurate supply of materials and services; develop and implements purchasing procurement procedures in conformance with applicable laws, regulations and policies; formulate, review and approve service contracts, purchase orders and warranties; work with legal counsel; maintains contact and negotiates with vendors; evaluates vendor performance; keeps up to date on market conditions and new products; prepares specifications associated with both informal and formal bidding for construction and facilities projects; prepares Request for Qualifications (RFQ), Request for Proposals (RFP); solicits and analyzes bids; completes bid distribution and opening; develops reports for bid awards and recommends approval to executive management and Board of Trustees; confers with division/department representatives to determine purchasing needs, specifications and areas of standardization of equipment, supplies and suppliers; coordinate services with outside agencies; interprets and ensures compliance with Federal and State codes and regulations (including 508 and 504 compliance), and District policies and administrative regulations; insures all vendors have equal opportunity to provide contracts, services, equipment and supplies through competitive process; supervises and evaluates purchasing department staff and warehouse supervisor. .

WAREHOUSING

Administers central warehousing operations including shipping, receiving, asset inventory control and mail services.

DIRECTOR OF PURCHASING SERVICES (continued)

INVENTORY CONTROL

Administers disposal of obsolete surplus or scrap material in accordance with Board Policy and applicable laws and regulations; maintains a system of asset inventory including supplies, equipment and vehicles; plans, directs and coordinates year-end fixed assets physical inventory; prepares reports.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's degree in business, economics, management or public administration or a related field; and three years of direct experience in business services and operations for a public agency; or a high school diploma or GED with a minimum of 7 years direct experience in purchasing services and business operations for a public agency; at least 3 years of supervisory responsibility.

Knowledge and Abilities

Knowledge of:

Administrative principles and practices: goal setting, program development, implementation and evaluation and project management; public agency finance: including centralized purchasing, warehousing and inventory functions; budget development; supervision: work planning, assignment, review and evaluation, training staff in procedures; Public Contract Code, Government Code and Education Code, applicable Federal, State and local laws relevant to position; contract development, administrative and analysis; record keeping.

Skills and Abilities to:

Provide effective and efficient services with emphasis on customer service; plan, direct and manager a comprehensive purchasing program; manage and monitor complex projects on time and within budget; prepare reports, correspondence, policies, procedures and other written materials; attend meetings with governmental agencies, regulatory organizations, community groups and various business; establish and maintain a variety of filing, record-keeping and tracking systems; organize and prioritize projects and tasks to meet critical deadlines; work with discretion and confidentiality; establish and maintain positive and effective working relationships.