

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Purchasing	Range: 20 (CL)	Management Schedule
Date Revised:	June 16,2011	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Vice Chancellor, Finance and Facilities, this position is responsible for planning, directing and coordinating the District's centralized purchasing operations and activities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, directs and coordinates centralized District purchasing functions and activities in accordance with District policies, procedures and objectives; assures compliance with applicable laws, regulations, and contractual requirements; supervises District warehouse operations; develops and implements plans and policies to facilitate and improve services and operations.
2.	Prepares and reviews bid documents and purchase requests; conducts bid openings; evaluates and analyzes bids; recommends award of contracts; prepares reports of bids and awards; maintains catalog and bidders lists.
3.	Conducts investigations and analyses to determine optimum sources for purchase of equipment and supplies; prepares specifications and analyzes quoted prices; supervises the preparation of purchase documents and related follow-up procedures; executes purchase orders and service contracts; supervises the inventory control and equipment tagging of fixed assets; directs and coordinates the sale of surplus and obsolete District property.
4.	Explains and interprets policies and procedures relating to purchasing functions and activities; maintains current knowledge of applicable laws and regulations; provides technical information and assistance related to the preparation of specifications and evaluation of equipment, supplies and services.
5.	Maintains communication with District and college personnel, vendors, sales representatives, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.
6.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned programs, operations, and activities.
8.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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12.	Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

The District Director, Purchasing may assist with the preparation of bid documents and compliance monitoring for construction projects.

WORKING RELATIONSHIPS

The District Director, Purchasing maintains frequent contact with District and college personnel, vendors, sales representatives, contractors, governmental agencies and various outside organizations.

EDUCATION AND EXPERIENCE

Required Qualifications

Any combination equivalent to a bachelor's degree in business administration, public administration, or related field and minimum of five years of increasingly responsible purchasing services experience.

Desirable Qualifications

Possession of an advanced degree in business administration, public administration or related field from a regionally accredited institution.

Administrative or supervisory experience in a community college or other higher education environment.

Experience working with computer software and other technologies utilized in the administration of purchasing services.

Familiarity with the Banner finance system.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal and state laws and regulations related to purchasing

Knowledge of competitive bidding process and contract administration practices

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of appropriate software and databases

Ability to effectively direct and coordinate centralized purchasing operations

Ability to prepare complex bid documents and conduct pre-bid conferences and public bid openings before large groups

Ability to exercise good judgment and initiative in resolving problems and making recommendations

Ability to maintain a professional demeanor under stressful situations

Ability to communicate efficiently both orally and in writing

Ability to make clear and effective presentations

Ability to analyze situations accurately and adopt an effective course of action

Ability to work independently with little direction

Ability to meet schedules and time lines

Ability to plan, organize and prioritize work

Ability to interpret, apply and explain laws, regulations, policies and procedures

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Ability to assess, analyze, implement and evaluate research project activities
Ability to understand and follow oral and written directions
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities; requires frequent travel to other offices or locations to attend meetings or conduct work.
