

TITLE	CLASSIFICATION	SALARY RANGE
Director, Purchasing and Graphics	Management Team Classified Administrator	26

SCOPE OF POSITION:

Under the direction of the Senior Vice President, Finance & Administrative Services, plan, organize, and direct the activities of the District's purchasing department, warehouse operations graphics services and copy center; ensure compliance with statutes and policies applicable to procurement activities; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and direct the activities of the District's purchasing department, warehouse operations, and graphics services including print shop and copy center.
2. Direct and participate in the review and evaluation of a variety of requisitions to determine appropriate method of procurement; approve purchase orders and provide recommendations concerning the authorization of contracts and selection of contractors.
3. Initiate competitive solicitations as needed including strategic sourcing initiatives that meet state law and policy procurement requirements.
4. Conduct and oversee the bid process, review bid documents and release bids; negotiate with vendors for contract awards; serve as system administrator for electronic bid software program; review and approve contracts related to District procurement.
5. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Organize and direct operations and activities involved in the design and production of printed materials and related graphic arts; coordinate information, staff and communications to ensure smooth and efficient printing activities.
7. Oversee Warehouse operations; ensure that supplies, materials, equipment and mail are delivered in a timely manner; analyze operations and recommend improvements to ensure a safe work environment.
8. Provide technical expertise, information and assistance to the Senior Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
9. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
10. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
12. Develop and prepare the Purchasing and Graphics budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations and priorities.

KNOWLEDGE OF:

1. Principles, methods, practices and procedures of purchasing, contract administration and warehouse activities.
2. Sources of supply, commodity markets, marketing practices and commodity pricing methods.
3. Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials.
4. Warehouse operations, procedures, equipment and terminology.
5. Budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision and training.
8. Applicable laws, codes, regulations, policies and procedures.
9. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Ensure compliance with statutes and policies applicable to procurement activities.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree from an accredited college or university with major coursework in business or public administration, purchasing or related field.

EXPERIENCE:

Increasingly responsible leadership experience involving purchasing related functions.