

PERALTA COMMUNITY COLLEGE DISTRICT - August 25, 2011

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF PURCHASING SERVICES

(Management Salary Range 2)

Job Code: 737

CLASS PURPOSE

Under direction of the Vice Chancellor, Finance and Administration, plan, organize, coordinate, direct and evaluate a variety of purchasing services for the District including contract administration, development and coordination of the District's construction bids, and projects of Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE), and train, supervise and evaluate the performance of purchasing staff.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Directs the purchase, inventory control and storage of District equipment, services, supplies and material according to established guidelines and legal requirements; serves as administrator for a variety of District contracts; ensures that contractors meet the terms and conditions of the contract as agreed.
- Writes contracts and purchase orders for services and supplies; provide information and assistance to District personnel regarding contract administration and compliance, purchasing needs, procedures and problems.
- Interviews and negotiates with vendors for construction, purchases, contracts and agreements; recommend awarding of contracts assuring consistency with State and Board policies and requirements; prepares written recommendations for the Governing Board.
- Provides technical direction on procurement, negotiation and contract bidding procedures to ensure compliance with all contract requirements and problem resolution.
- Oversees the management of the vendor database system and provides appropriate action and corrective action to ensure completeness and accuracy of data on vendors, suppliers and contractors.
- Negotiates contracts and determines allocation to proper department funds; prepares analysis of bid results and recommends a course of action to the Board of Trustees, and prepares all documents with vendors and contractors.
- Facilitates planning sessions with District executives and staff, college faculty and staff members in serving their purchasing needs continuously evolving the purchasing system by ensuring the vendors, suppliers and contractors are meeting the expectations of end users.
- Interfaces with consultants and contractors for District facilities programs.

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- Supervises and evaluates the District's Purchasing Department staff and warehouse staff.
- Coordinates the implementation of SLBE and SELBE outreach efforts with local associations, organizations, and agencies (local and state) through identification of sources, dissemination of information and follow-up. Participates in related fairs, symposia and other committee meetings.
- Maintains approved vendor's listing for SLBE/SELBE through review of applications and research into vendors qualifications.
- Assist with SLBE/SELBE goal setting for construction projects, promoting District's policy and programs relating to equal opportunity and non-discrimination objectives.
- Enforces the District's SLBE/SELBE policy through implementation of the program, engaging small and local businesses in District contracting opportunities.
- Provides assistance to campuses and other District employees in facilitating vendor outreach efforts.
- Proposes changes to and maintains policy and procedure manuals for department systems.
- Responsible for the training of department personnel in the use of computerized systems and other equipment as necessary.
- Develop and manage budgets for Purchasing.
- Acts as primary contact for the District with local businesses interested in contracting opportunities; assists these entities in completing the vendor application process, and advising on potential contact opportunities; and coordinates the publishing of routine announcements of future contract opportunities.
- May be required to attend local conferences.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, or related field and three (3) years of increasingly responsible experience at the supervisory or management level; or an equivalent combination of education and qualifying experience that would likely provide the knowledge and abilities to perform the duties of the position.
2. Knowledge of bidding, procurement and construction contracts.
3. Demonstrated ability to plan and organize computerized databases.
4. Possession of a current valid California Department of Motor Vehicles Driver's License; must be insurable under the Peralta Community College District's current automobile policy.
5. Knowledge and proficiency in the operation and use of personal computers and various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

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DESIRABLE QUALIFICATIONS

- Master's Degree in Business Administration or Public Administration.
- Knowledge of Public Contract Codes, Education Codes, and other governmental contracting principles and practices.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain awareness of new and changing techniques and technology in facility systems.
- A background in computer databases, contracting, communication, and construction management/business administration is highly desirable.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13