



Classification Description

Job Title: Director, Procurement Services

Pay Grade: Administrator

Job Code: 3201

FLSA Status: Exempt

Job Purpose

This professional, administrator level position has College-wide responsibility for planning, coordinating and leading the operational, financial, administrative, and technical operations of the procurement process. Serve as a resource to all procurement teams regarding processes, procedures and systems. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Directs and provides leadership to the College's Procurement Services area for all procurement activities; develop and oversee procurement budget and personnel functions.

Ensures compliance with legal and regulatory requirements; develop and implement College operating procedures; provides strategic direction for College-wide procurement efforts.

Communicates, works cooperatively and maintains relationships with campus community, vendor community and the procurement community.

Evaluates College needs, studies prices, trends and market conditions and identifies appropriate vendors to provide goods and services to the College.

Prepares, issues, coordinates and monitors the formal bid solicitation process; makes available board material data for board presentation/approval.

Coordinates, monitors, amends and evaluates contracts awarded as a result of formal bid solicitations and other purchasing activities.

Provides guidance and oversees daily purchasing functions of the purchasing staff; provides guidance and assistance to College stakeholders in daily purchasing activities.

Participates in regular meetings, seminars and conferences as required.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned bachelor's degree from a regionally accredited institution of higher education in finance, accounting, business or a related field.

Four (4) years of professional experience in procurement, purchasing, contracts or a related field.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

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- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 18, 2009. Revised: December 14, 2012, July 1, 2014, August 21, 2017, January 11, 2021(r), March 23, 2022(r), and June 11, 2024.