



## Classification Description

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**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. The Director of Procurement Services serves as a resource to all members of the procurement team 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, including P-card and accounts payable. Selects, trains, supervises, and evaluates assigned staff.

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

Communicates and 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, and provides required material data for Board presentation/approval.

Coordinates, monitors, amends, and evaluates contracts awarded through formal bid solicitations and other purchasing activities.

Oversees daily purchasing functions of the purchasing, accounts payable, and P-card staff; and provides guidance and assistance to College stakeholders in daily purchasing activities.

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Oversees the processing of all payment vouchers, including electronic payments (ACH) and wire transfers.

Directs year-end procurement, accounts payable, and P-card activities, ensuring accrued expenditures are allocated to the appropriate accounting period/fiscal year; and prepares related general ledger account reconciliations in support of the annual external financial audits.

Ensures that all required ERP implementations, testing, and upgrades are completed in a timely manner.

Conducts banking activities, including uploading positive pay and ACH files to the bank, and processing stop payments and voids.

Maintains all COPs for related areas and updates desktop procedures and the P-card manual, as needed.

Participates in regular meetings, seminars, and conferences as required.

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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

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

Five (5) years of full-time professional work 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.

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- 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.
- 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), June 11, 2024, and November 14, 2025.