Foothill-De Anza Community College District

Director, Purchasing Services

Department: Business Services
College: De Anza College

POSITION PURPOSE

Reporting to the Vice Chancellor, Business Services, develops, plans, coordinates, and administers the district purchasing services functions to ensure that the proper products are purchased. Ensures that the needed support and teaching products are available; and assumes the duties and responsibilities of the Director of Facilities Operating and Constructions Management in his/her absence.

NATURE and SCOPE

The Director, Purchasing Services supervises the Senior Buyer, Buyer, Senior Secretary, Warehouse Worker II, and Warehouse Worker I.

This position is responsible for negotiating contracts and determining allocation to proper department funds; preparing analysis of bid results and recommending a course of action to the Board of Trustees, and preparing all documents with vendors and contractors.

KEY DUTIES and RESPONSIBILITIES

1. Prepare, evaluate and recommend acceptable formal and informal bids.
2. Develop and review product and services specifications; review purchase requisitions and sign purchase orders.
3. Plan, develop and administer policies to ensure efficient and legal purchasing standards.
4. Update purchasing objectives, maintain current information of the applicable regulations affecting purchasing.
5. Interview vendors, investigate new sources of supply.
6. Administer efficient warehousing operations.
7. Prioritize and facilitate disposal of personal property that is excessive.
8. Oversee the Operations Department, in the absence of the Director.
9. Direct the purchase, inventory control and storage of District equipment, services, supplies and material according to established guidelines and legal requirements; serve as contract administrator for a variety of District contract; ensure that contractors meet the terms and conditions of the contract as agreed.
10. Support, implement, and promote compliance with the District’s Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
11. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
EMPLOYMENT STANDARDS

Knowledge:

1. Business administration and personnel supervision.
2. Budget and finance.
3. California Code governing public purchasing and contracting.
5. Familiarity with a variety of educational and construction purchasing needs preferred.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals.
3. Supervisory, Problem solving, Leadership skills.
4. Ability to make sound personnel and business decisions and to establish sensible district purchasing policy.
5. Ability to analyze situations accurately and adopt and effective course of action.

Education and Experience:

1. BA in Business, Public Administration or other related field.
2. 2-4 years in a position of personnel supervision.
3. 2-4 years of working in a California public agency purchasing department, preferably and educational agency.
4. 2-4 years of experience in public purchasing.
5. Certified Purchasing Manager (CPM) preferred.
6. Public Education purchasing experience preferred.

Working Conditions:

1. Typical office environment.

Grade: H
EEG-Category: H-11