

**DIRECTOR, PURCHASING & MATERIAL MANAGEMENT**

| **Reports to:**  | Vice President, Administrative Services |  |  |
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| **Dept:** | Administrative Services | **Range:** | CM-14 |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

### *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general policy direction, plan, organize, integrate and direct the work of the district’s purchasing, contracting and material management functions; provide expert professional assistance and guidance to district management on these and related functions and programs; perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.
2. Plan, organize, administer, control, integrate and evaluate the work of the Purchasing & Material Management department including the procurement of goods and services, capital project support, mail services, shipping and receiving, distribution and courier services, warehouse operations, printing and reprographics, central stores, records management, fixed-assets management and surplus to achieve the department’s and district’s mission, goals, objectives and values.
3. Interpret, analyze, apply and make recommendations in accordance with applicable mandates, laws, regulations, policies, procedures, ethical standards, and guidelines; confer with legal counsel on to limit liability and maintain district compliance.
4. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies, procedures, and programs to maximize cost effectiveness and value to the District. Oversees and participates in the development and administration of the annual budget for assigned areas of responsibility; participates in the forecast of funds; monitors and approves expenditures; implements adjustments.
5. Plans, directs, and coordinates the work of assigned staff; reviews and evaluates work products, methods, and procedures; organizes and meets with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities.
6. Plan, direct and administer the complex procurement, contract and fixed asset management activities of the district.
7. Develop, implement and administer plans and programs to reduce business risk and liability; ensure minimal legal and contractual liability. Represent the district regarding procurement and contractor claims and dispute/conflict resolution.
8. Serve as an authorized district signatory for the execution of contracts, agreements, purchases, memorandums of understanding, grants, legal documents and IRS reports.
9. Represent the district in meetings with government agencies, corporations, suppliers, local community groups, professional associations and other organizations; actively partici­pate and support cooperative purchasing/contracting efforts with a variety of national, state and local agencies. .

**OTHER DUTIES**

1. Establish and maintain beneficial relationships within and external to the district; serve as an ambassador to the community, local businesses, industry and other college partners.
2. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
2. Applicable federal, state and local laws, rules and regulations, including practices and procedures pertaining to purchasing and material management, extensive knowledge of contract and business law, California Education Code, Uniform Commercial Code, Public Contract Code, Business and Professions Code, and emerging legal concepts pertain­ing to electronic commerce and data management.
3. Trends, development and application of procurement and material management technologies, methods and strategies within an institution of higher education.
4. Principles and practices of organization, administration, management, professional development and culture change
5. Principles and practices of sound business communication, including correct English usage, grammar, spelling, punctuation and vocabulary.
6. Research methods and analysis techniques.
7. Principles of project management and proprietary budget funding, including school district budgeting and accounting.
8. Community college or public sector capital outlay programs and processes.
9. Methods and techniques of conflict and dispute resolution, including mediation negotiation strategies.
10. Laws, codes and regulations governing the administration of district mail service, health, safety and property liability issues.
11. Fixed-asset~~s~~ management and control applications.
12. Information technology and systems including implementation and maintenance of Workday or similar enter­prise resource-based automated purchasing and fixed-asset~~s~~ management systems.
13. Interpersonal skills using tact, patience and courtesy.
14. District organization, operations, policies and objectives.
15. Modern office practices, procedures and equipment.
16. Applicable safety policies and safe work practices.

### ABILITY TO:

1. Plan, organize, manage, assign, delegate, review and evaluate the work of assigned staff. Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
2. Define issues, gather data, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Work collaboratively with deans, directors, faculty and managers and provide expert advice and counsel to develop solutions to complex issues.
4. Organize, set priorities and exercise expert, independent judgment within areas of responsi­bility.
5. Develop and implement appropriate procedures and controls.
6. Prepare clear, concise and comprehensive correspondence, reports, policies, procedures, studies and other written materials.
7. Communicate effectively, both orally and in writing, including the ability to present proposals and recommendations clearly, logically and persuasively. Use tact and diplomacy in dealing with sensitive, confidential and complex issues, situations and concerned people.
8. Understand, interpret, explain and apply applicable laws, codes, regulations, ordinances, policies and procedures.
9. Represent the district effectively in dealings with external stakeholders.
10. Operate a computer and standard business software.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a major in business admin­istration or a related field, and six years of progressively responsible purchasing, contracting and material management experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Purchasing & Material Management staff and temporary/student workers.

**CONTACTS:**

Governing board members, district administrators, legal counsel, faculty, staff, students, other higher education and community organizations, foundation/community supporters, vendors, contractors, media and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings, weekends and/or holiday on an as-needed basis. Occasional local travel or statewide travel may be requested.