

## Director, Assistant Purchasing

**FLSA Status:** Exempt

**Pay Grade:** 22

**Job Title ID:** 16363

**Job Series/Job Family:** Business Services Series / Purchasing/Inventory Family

### Reports To

Director, Procurement and Materials Management

### Job Purpose

Responsible for ensuring the integrity of the procurement process through the coordinating and monitoring of the purchasing and contracts management activities for ACC including overseeing the purchase requisitions and purchase order processing, and ensuring compliance with applicable laws, regulations and policies. Provides leadership, training and supervision for the purchasing staff; Assists the Director in planning and providing purchasing related reports, and preparing purchasing agenda items for approvals by the Board of Trustees.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Reviews and prepares solicitations for all goods and services, to include writing bid specifications and scopes of service/work for complex, technical, or unique projects.
2. Verifies compliance with state laws, District policies and procedures, and sound business practices, when reviewing Request for Proposals and assisting the evaluation committee. Handles contract negotiations, recommendations for awards, award notices, contract development and execution, and contract management.
3. Ensures quality control by maintaining standard written work product templates to buyers; ensures fair and open competition.
4. Maintains knowledge of current and new developments in purchasing and contract negotiation/administration including regulations, theories, practices, and technology; researches and analyzes current college purchasing practices, policies, procedures, guidelines, systems, and forms.
5. Develops and delivers reports, media presentation, and training for staff development; conducts training at the departmental and College-wide level.
6. Hires, supervises, trains, and evaluates purchasing staff. Reviews workload of Purchasing staff and makes necessary changes to expedite the procurement process. Serves as backup to Procurement and Materials Management Director.
7. Monitors College purchasing and contracting activities to ensure compliance with federal, state, and local laws as well as College policies and procedures.
8. Coordinates the historically underutilized business (HUB) and minority/diversity programs; attends forums and provides information on College purchasing needs to potential HUB vendors; provides HUB information to College departments.
9. Ensures appropriate employee safety training and compliance.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Purchasing and contracts management operations.

- Contract and purchasing laws, regulations, and standards.
- Contract negotiation and administration.
- Historically Underutilized Business (HUB), minority, and diversity/outreach programs.
- Supervisory principles, practices, and methods.

### **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Maintaining confidentiality of work related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating and monitoring purchasing and contract management activities.
- Analyzing bids to determine the best value.
- Complying with all laws, regulations and policies in relations to purchasing and contracts.
- Maintaining current knowledge of purchasing and contracting regulations, theories, practices and technologies.

### **Computer Skills**

#### **Required**

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### **Required**

- Work is performed in a standard office environment.

### **Work Experience**

#### **Required**

- Three years related work experience as a Buyer or Purchasing Manager in state purchasing, including one year supervisory work experience.

#### **Preferred**

- Experience with contract administration including bid specification; developing administration of corporate credit card programs in a college setting. Knowledge and experience as a Historically Underutilized Business (HUB) Coordinator.

### **Education**

#### **Required**

- Bachelor's degree in Business, Accounting, or a related field.

### **Other**

#### **Preferred**

- Certified Texas Purchaser (CTP), Certified Texas Purchasing Manager (CTPM) or National Institute of Government Purchasing Certification

### **Safety**

#### **Required**

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace

safety culture.