

Director, Procurement and Materials Management

FLSA Status: Exempt

Pay Grade: 28

Job Title ID: 16365

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

Reports To

EVP, Finance & Administration

Job Purpose

To oversee all department activities including central receiving, warehouse operations, mail services, and implements purchasing practices in accordance with applicable state laws.

Description of Duties and Tasks

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

Required

1. Manages the College's purchasing activities, warehouse operations, and campus mail services.
2. Directs the automation of core functions division-wide with particular emphasis on the purchasing department, including all available electronic medium.
3. Oversees staff development and training including updated required certifications.
4. Plans, coordinates, and manages the operational, financial, administrative, and technical responsibilities of the College's purchasing function.
5. Develops, implements, and interprets appropriate College-wide procedures and policies in relation to the purchase of all goods and services; ensures compliance with state laws relative to the purchasing function.
6. Designs, develops, and coordinates training presentations on purchasing procedures for purchasing staff, College-wide departments and other relevant parties.
7. Manages complex bid processes including vendors to be solicited, requests for proposals, evaluation of returned proposals, selection of vendors, and award of contracts; ensures fair and open competition
8. Writes and analyzes complex requests for proposals and prepares recommendations that are legal, ethical, and demonstrate best value to the College.
9. Negotiates contracts, pricing discounts, and pricing agreements with vendors with an emphasis on maximizing value for all College funds expended; oversees the processing of purchase orders and other procurement instruments.
10. Prepares annual operational reports, operating budget, and Board of Trustees reports and agenda.
11. Coordinates the College's historically underutilized business (HUB) minority and other diversity/outreach programs.
12. Hires, supervises, trains and evaluates Purchasing Manager and Warehouse Supervisor and other staff.

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 methods, processes, and applicable state laws.
- Warehouse operations and campus mail services.
- Complex bid processes.
- Contract negotiation and pricing agreements.
- Budget development and implementation.

- 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.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Writing and analyzing complex requests for proposals.
- Managing bid processes and negotiating contracts.
- Developing and implementing purchasing policies and procedures.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years public purchasing work experience, including one year supervisory experience.

Education

Required

- Bachelor's degree in related field.

Other

Preferred

- State of Texas Purchasing Certification and/or National Institute of Government Purchasing Certification (NIGP).

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.