

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE

**JOB TITLE: DIRECTOR, PURCHASING & CONTRACTS**

**GRADE M-7**

**DEPARTMENT: Purchasing and Contracts**

### **JOB PURPOSE:**

Under the direction of the Vice Chancellor-Business, plans, organizes and directs the District Purchasing, Contracting and Material Management functions, including the following operations: Purchasing, Contracts Administration, Public Works Contracting, Capital Project Equipment Procurement, Mail and District Driver Services, Shipping and Receiving, Warehouse Operations, Central Stores, Fixed Asset Management, and Surplus Disposal Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plan, organize, and direct the multi-campus purchasing activities and operations of the District in accordance with federal, state and District policies and procedures to assure maximum cost effectiveness and value to the District.

Interpret and apply legal guidelines and rulings, interpret federal & state laws, business law, Uniform Commercial code, Public Contract code, and California education code, and confer with legal counsel on issues pertaining to procurement and contracting as required.

Analyze and interpret legislative mandates and guidelines to ensure District compliance with it.

Plan, organize and administer all contracting activities of the District, including supervision of the development, solicitation, evaluations and negotiations of bids and proposals to assure maximum cost effectiveness and minimal legal liability of the District.

Administer the procurement of capital equipment and furnishings for all new construction and remodeling projects.

Plan, organize and administer the logistical requirements and material management of the District, including the management of capital equipment, shipping and receiving, warehouse operations, mail and delivery driver services, and surplus disposal operations.

Represent the District in meetings with government agencies, corporations, and local community groups, professional associations and other organizations. Provide active participation and support of cooperative purchasing/contracting efforts in conjunction with a variety of national, state, and local agencies.

Plan, organize, and administer the multi-campus mail and district driver services, including regular interaction with U.S. Postal Service, various package delivery and overnight delivery systems.

Select, train, motivate and evaluate assigned personnel.

Maintain fixed asset inventory of equipment purchases and disbursements. Dispose of surplus property and salvage materials through private or public sales, auctions, contracts, or donations.

Plan, organize and administer the District central stores operations and ensure adequate stocking levels via material requirements planning and distribution.

Plan, organize, train, and direct the activities of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience equivalent to: a Bachelor's degree in business administration, purchasing or related field and six years progressively responsible purchasing, contracting and material management experience, including at least three years in a supervisory/management capacity. Experience in preparation of formal sealed bids required. Certified Purchasing Manager (C.P.M.) Credential desirable.

**SPECIAL SKILLS OR REQUIREMENTS:**

Principles, laws, practices and procedures specific to Purchasing and Material Management, including extensive knowledge of contract and business law.

Principles of organization, administration and management.

State, County and District organization, operations, policies, procedures and objectives.

Applicable sections of the California Education Code, Public Contract Codes and other applicable laws and legislative mandates.

Fixed asset management and control applications.

Current knowledge of information technology and systems, including implementation and maintenance of an automated purchasing and fixed assets management system.

Plan, organize and administer a variety of diverse operations in a multi-site campus setting.

Interpret and apply statutes, regulations, policies, legislative mandates and legal opinions.

Establish and maintain cooperative and effective working relationships with federal state and local agencies, as well as at the District level.

Investigate and resolve complaints and accomplish conflict resolution.

Analyze situations accurately and adopt an effective course of action.

Maintain the highest level of ethical behavior and ensure auditable compliance with departmental operations.

In-depth knowledge of the Education Code, Title 5 and other administrative regulations and the ability to apply these regulations.

Technical aspects of field of specialty.

Ability to successfully delegate, ensure adherence to College and District policies, practices and procedures; hold others responsible yet instill confidence among the faculty and staff.

Ability to exercise academic leadership to advance the District's mission.

Ability to participate in the planning process while participating in the achievement of the goals and priorities of the District as a whole.

Ability to work cooperatively and responsively with all segments of the Colleges, District and community at large.

Ability to participate in the process, development, and achievement of the college vision, and communicate that to staff.

Commitment to the community college concept, including the open door philosophy and a diverse curriculum for a heterogeneous student population.

Community resources that integrate with college services.

Commitment to a comprehensive, student-oriented environment that facilitates learning and student development.

Dedication to keeping students informed while seeking their opinions and providing a range of student services.

Dedication to the improvement of the educational process.

Facilitate communication and understanding of perspectives among staff, students, and the community, within the framework of a multi-college district.

Interpersonal skills using tact, patience, and courtesy.

Sensitivity to all facets of the community including the needs of various groups that comprise it.