

# JOB DESCRIPTION



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**Position Title:** Director of Procurement Services

**Department:** Procurement Services

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX14

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**Position Summary:** The Director of Procurement Services is responsible for directing the procurement, and shipping/receiving activities for the district and for ensuring procurement and contractual processes and practices are in compliance with college policies, state requirements and the State of Arizona Procurement Code.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Directs and oversees procurement, shipping, and receiving; assists with inventory control activities; ensures purchase orders are issued accurately and promptly; ensures bids and requests for proposal processes are completed correctly, in a timely manner, and in accordance with all applicable statutes and regulations; assists departments in writing specifications for material supplies, services and equipment

Manages all contractual activities to include insurance coverage; reviews and maintains all service agreements with contracted vendors, inter-governmental agreements and facilities use agreements; ensures all are current and in compliance with college and state requirements

Prepares and reviews bid proposals, schedules, and conducts formal bid openings; analyzes proposals; organizes and monitors the evaluation processes of bid and proposal committees

Interviews vendors, inspects samples, and awards informal bids to vendors based on price and quality; reconciles capital acquisitions to expenditures on a yearly basis

Assists vendors, contractors, and staff regarding purchasing, shipping, receiving, and materials maintenance agreements; performs contract analysis; oversees quality control and the implementation of continuous improvement programs in all areas of procurement services; makes policy and procedure recommendations; oversees the purchasing card program

Ensures vendor data is current and compliant with IRS regulations; prepares reports for auditors, college officials, and others as required; proper procurement practices are followed in compliance with college policies, state, and federal regulations

Oversees training and performance evaluations of assigned staff

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Bachelor's degree in business administration, public administration, or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Certified Professional Public Buyer certification or ability to obtain within one year of hire

Five years procurement services experience, preferably in the public sector

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work

Knowledge of sources of supply, markets and pricing trends

Knowledge of inventory control, document retention and warehousing operations

Skill analyzing and awarding bids

Skill preparing, monitoring and maintaining budgets

Skill enforcing purchasing policies and procedures to adhere to procurement laws

Skill preparing specifications for materials, supplies and services

Skill in effective supervision practices

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Vice President for Administration

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.