

# CITRUS COMMUNITY COLLEGE DISTRICT

## Management Position Description

### DIRECTOR, PURCHASING AND WAREHOUSE

#### Appointment

1. The Director of Purchasing and Warehouse is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Purchasing and Warehouse is responsible to the Vice President of Finance and Administrative Services.

#### General Description:

Under the direction of the Vice President of Finance and Administrative Services, the Director of Purchasing, Warehouse and Construction administers the District purchasing department, warehouse operations, transportation program, prepares specifications and performs duties associated with both informal and formal bidding for the District including all construction projects.

#### Duties and Responsibilities:

- Administers the District's purchasing operation and insures timely, cost effective, and accurate supply of materials and services.
- Administers warehouse operations including shipping, issuance, receiving, inventory, and storage of warehouse items.
- Develops and implements procedures in conformance with board policy and applicable laws and regulations.
- Prepares bids and specification; maintaining record, statistical information, and accurate purchasing records for construction projects.
- Maintains a library of current vendor catalogs and brochures.
- Develops and maintains a purchasing calendar to effectively and efficiently purchase district equipment and supplies.
- Administers disposal of obsolete surplus or scrap material in accordance with appropriate regulations.
- Participates in shared governance committees.
- Maintains effective vendor relationships; insures all vendors have equal opportunity to provide contracts, services, equipment and supplies.
- Consults with legal counsel where appropriate regarding purchasing contracts.
- Maintains a system of asset inventory including supplies, equipment, and vehicles.
- Supervises the transportation program.
- Maintains department budget.
- Supervises classified and student employees.

- Performs other duties as assigned.

Minimum Qualifications:

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Bachelor's degree in Business Administration, Management, or related field.
- A minimum of two years of full time experience in purchasing.

Preferred Qualifications:

- Master's degree preferred.
- Purchasing experience in an educational environment.
- At least one year of full time experience in a supervisory role in purchasing.

DIRECTOR, PURCHASING AND WAREHOUSE

- Representing the District/College at the state level.

Revised  
March 2007