



Position Description

Position Director of Purchasing and Warehouse
Department/Site Administrative Services
FLSA Exempt
Evaluated by Vice President of Finance and Administrative Services
Salary Range M-29

General Description

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

This is a 12-month classified management position.

Essential 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 and construction contracts.
- Maintains a system of asset inventory including supplies, equipment, and vehicles.
- Supervises the transportation program.
- Supervises classified and student employees.
- Oversees the District's redevelopment contracts.
- Responsible for the Labor Compliance programs.
- Maintains Web page/website/online information management.
- Maintains fingerprinting contract management.
- Supervises the mail services staff/function.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.



Position Description

- Insures compliance with local, state and federal regulations.
- Prepares and monitors budget for all assigned programs.
- Supervises and evaluates personnel in assigned areas.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a bachelor's degree in business administration, management, or a related field.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.