

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR – PURCHASING

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To provide technical knowledge and understanding in specialized fields of purchasing and procurement. Implement policies and procedures adopted by the District Board of Trustees for all major purchases.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree or higher required. The program of study should include business-related courses. A substantial number of years of experience, beyond that required for the job, may be substituted for the business-related course's educational requirement.
2. Years of experience in the field: Minimum of four years in the area of purchasing, two of which must have been in a supervisory position, is required.
3. Special skills or abilities related to the position: Evidence of adeptness in organizing and preparing specifications and bids. Must be skilled in the technical responsibilities of the position. Possess exceptional writing and verbal communication skills.

### ESSENTIAL JOB FUNCTIONS:

1. Ensure all purchasing activities and functions under charge comply with federal, state, and board policies and regulatory practices.
2. Solicit pricing and delivers policies for services, commodities, and equipment, and selects vendors that meet the needs of the college.
3. Responsible for the preparation of ITB's, RFQ's, RFN's, RFP's, and other competitive bidding documents, solicitations, and advertisements.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Serve as the college's Risk Manager and liaison with the Florida College System Risk Management Consortium (FCSRMC).
5. Oversight and supervisory responsibility for the Procurement Card Program.
6. Supervise all full-time and part-time department staff as well as student assistants.
7. Supervise and monitor major vendor contracts and serves as the college liaison as assigned, i.e. bookstore, beverage vending, snack vending, copiers, etc.
8. The input of data into computer files; preparation of purchase orders; filing and sorting; maintaining inventory of company catalogs.
9. Processing of all purchase requests including bid criteria, specifications, invitations, openings, and awards; receipt, review, and validation of purchase orders; contact with salespersons and vendors.
10. Contact internal and external customers to process and file accident and incident reports with the FCSRMC and provide recommendations on insurance coverages and reimbursement claims.
11. Provide departmental assistance with procuring leases, rentals, and licensing.
12. Develop and maintain written department procedures and desk procedures for the use of the purchasing module, procurement card, and departmental operations.
13. Provide training for staff and end-users.
14. Represent the college on state-wide committees and task forces regarding purchasing and procurement.
15. Requires overnight and out-of-district travel on a recurring basis.
16. Preparation of specialized reports and fiscal year-end closing processes.
17. Other duties and responsibilities as directed by the Vice President for Administration and Finance.

(These essential job functions are not to be construed as a complete statement of all duties performed. )

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

PHYSICAL DEMANDS (Continued):

- Manual dexterity to operate standard office machines, such as computers, copiers, fax, calculator, telephone, and other equipment as necessary

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 1

SUPERVISOR OF POSITION: VICE PRESIDENT FOR ADMINISTRATION AND FINANCE