

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – PURCHASING AND RISK MANAGEMENT

PAY GRADE: P – 14

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 Board for all major purchases.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelors degree or higher required. 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 courses educational requirement.
2. Years of experience in field: Minimum of four years in area of purchasing, two of which must have been in a supervisory position is required.
3. Special skills or abilities related to position: Evidence of adeptness in organizing and preparing specifications and bids. Must be skilled in technical responsibilities of position. Possess exceptional writing and verbal communications skills.

ESSENTIAL JOB FUNCTIONS:

1. Ensures all purchasing activities and functions under charge, comply with federal state, and Board policies and regulatory practices.
2. Solicits pricing and delivery 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.
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. Oversight and supervision of Conference Services and Food Service operations.
8. Supervises and monitors major vendor contracts and serves as the college liaison as assigned, i.e. bookstore, beverage vending, snack vending, copiers, etc.

Revised 11-25-13
Revised 08-30-13
Revised 7-1-11
Revised 07-01-00

ESSENTIAL JOB FUNCTIONS (continued):

9. Input of data into computer files; preparation of purchase orders; filing and sorting; maintaining inventory of company catalogs.
10. 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.
11. Contact with internal and external customers to process and file accident and incident reports with the FCSRMC and provide recommendations on insurance coverages and reimbursement claims.
12. Provide departmental assistance with procuring leases, rentals, and licensing.
13. Develops and maintains written department procedures and desk procedures for the use of the purchasing module, procurement card, and departmental operations.
14. Provides training for staff and end users.
15. Represent the College on state-wide committees and task forces regarding purchasing and procurement.
16. Requires overnight, out-of-district travel on a recurring basis.
17. Preparation of specialized reports and fiscal year-end closing processes.
18. Other duties and responsibilities as directed by the Vice President of Administration and Finance

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

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Moderate (15 to 44 pounds) lifting and carrying.
- Walking, Standing, Bending, Reaching Up, Stooping
- Manual dexterity to operate standard office machines, such as, computer, copier, 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: Building 1 (Founders Hall), Ocala Campus.

SUPERVISOR OF POSITION: Vice President, Administration and Finance

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