

RANGE N05

**JTC NO. GAD
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Purchasing Manager

DATE PREPARED: Summer 2014

DATE REVISED: Spring 2015; Spring 2017

GENERAL SUMMARY:

Responsible for ensuring the integrity of the procurement process through coordinating and monitoring of the purchasing and contract management activities for colleges including overseeing the purchase requisitions and purchase order processing. Responsible for ensuring compliance with all applicable laws, regulations and policies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Evaluate and process procurement purchase requests. Reviews requests and determines the appropriate procurement process to be utilized after considering State procurement and fiscal rules, regulations and district policies and procedures.

Serves as college expert in regards to purchasing methods, systems, workflows and cost estimates.

Provide leadership in the college's efforts to minimize costs and maximize value. Performs analysis to identify excessive costs, find efficiencies and leverage buying power.

May solicit and evaluate formal and informal bids and requests for proposal documents. Gather and disseminate information to clarify questions regarding specification.

Responsible for the day-to-day problem solving and training of staff.

Research and evaluate vendor products and services. May assist to prepare, tabulate and evaluate results of bids and proposals.

Supervision: Responsible for the selection, training, coaching, evaluation and development of assigned staff.

Manage procurement compliance and develop procedures and processes to maintain compliance.

Audit procurement transactions to verify compliance with State procurement code and fiscal rules and regulations.

Seek out and attend procurement training opportunities to remain current on State and District purchasing requirements. Develop and maintain training manuals and procurement documents.

Engage campus cross functional teams to address purchasing issues and incorporate feedback received from the teams into processes, while complying with applicable regulations.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

Ensure the integrity of the purchasing system and maintain records and other appropriate documentation for all procurement activities conducted by the college.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Bachelor's degree or higher plus four years of purchasing experience in a computer based purchasing system **or** Associates degree plus six years of purchasing experience in a computer based purchasing system.

Must have one year of supervisory experience of full time staff.

Experience and proficient with Microsoft Word and Excel.

Ability to analyze and communicate complex information and establish and maintain working relationships with individual's within and outside the organization from a diverse background.

Effective oral and written communication skills to support interaction with individuals from varying backgrounds.

Strong knowledge and experience providing effective customer service.

Official transcripts will be required.

***** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. *****