Board Approved October 11, 2017
FLSA: EXEMPT

DIRECTOR, PURCHASING, PRINTING, AND MAIL SERVICES

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to the activities of the Purchasing Department, including centralized purchasing, printing services, and mail services; manages the effective use of College and department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Associate Vice President, Administrative Services in areas of expertise. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Vice President, Administrative Services. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Purchasing Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Associate Vice President, Administrative Services in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with other departments and divisions. This class is distinguished from the Associate Vice President, Administrative Services in that the latter is a senior-level department-head classification with responsibility for directing and overseeing all functions of the Fiscal Services Department as well as developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of the Purchasing Department**,** Printing Services, and Mail Services, including the purchase of goods and services and the review and approval of highly complex and comprehensive contracts and services agreements.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Participates in the development, administration, and oversight of the department budget.
4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for

improvement and makes recommendations to the Associate Vice President, Administrative Services.

5. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Associate Vice President, Administrative Services.
6. Manages, directs, organizes, and participates in all activities related to the College's purchasing function, including the purchasing of materials, equipment, and services, and the inventory functions; manages the disposal of surplus, salvage, and/or obsolete items.
7. Purchases supplies, services, and equipment; prepares and obtains quotations; prepares and issues purchase orders using an automated purchasing system.
8. Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.
9. Formulates, reviews, approves, and processes all College service contracts, purchase orders, and warranties and works with legal counsel, as appropriate; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.
10. Supervises and participates in the development of bid specifications and requests for proposals; solicits and analyzes bids; completes bid distribution and opening.
11. Develops reports for bid awards and recommends approval to the executive management and Board of Trustees.
12. Ensures that workers' compensation and liability insurance coverage for the College is obtained and maintained for contracts involving work on campus by outside agencies and personnel.
13. Oversees the College's Labor Compliance Program.
14. Confers with division/department representatives to determine purchasing needs, specifications, and areas of standardization of equipment, supplies, and suppliers.
15. Coordinates services with other College departments and divisions and with outside agencies; coordinates a cooperative purchasing program; interprets and ensures compliance with Federal and State codes and regulations and College Board policies and procedures related to purchasing.
16. Prepares periodic reports related to department activities; plans, directs, and coordinates year-end fixed assets physical inventory.
17. Provides information to departments requesting status of requisitions and anticipated delivery dates.
18. Verifies availability of budgeted funds for the purchase of equipment, supplies, and services.
19. Provides highly complex staff assistance to the Associate Vice President, Administrative Services; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
20. Ensures other divisions/departments are operating in compliance with College policies, federal and state tax law.
21. Reviews account payable warrant registers and serves as one of the College's bank check signatories.

22. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
23. Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to the purchasing function; implements policy and procedural changes after approval.
24. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
25. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
26. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
27. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
28. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
29. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
30. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
31. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
32. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
3. Principles and practices of public agency finance, including central purchasing, and inventory functions.
4. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
6. Applicable federal, **s**tate, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
8. Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.

9. Record-keeping principles and procedures.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. English usage, grammar, spelling, vocabulary, and punctuation.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
5. Plan, direct, manage, and oversee a comprehensive public agency purchasing program.
6. Manage and monitor complex projects, on-time and within budget.
7. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
8. Evaluate and develop improvements in operations, procedures, policies, or methods.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
11. Interpret, apply, explain, and ensure compliance with federal, **s**tate, and local policies, procedures, laws, and regulations.
12. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
13. Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
14. Establish and maintain a variety of filing, record-keeping, and tracking systems.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Operate modern office equipment including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.

19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, business administration, or a related field; and
2. Five (5) years of management and/or administrative purchasing experience.

Desirable Qualifications:

1. Experience in a purchasing office in a public agency and experience with complex integrated purchasing enterprise application system are highly desirable.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Possession of, or ability to obtain, a Certified Purchasing Manager certificate from the National Association of Purchasing Managers is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023