

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ASSISTANT DIRECTOR OF PURCHASING

FLSA STATUS: EXEMPT – PAY GRADE: 20 – P

JOB FAMILY: PURCHASING JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

Serves as backup to the Executive Director of Purchasing in day-to-day operations, oversees staff's professional purchasing activities in accordance with Florida Statutes, other applicable regulations, State Board of Education Rules, and FSCJ Administrative Procedure Manual (APM). Works closely with Purchasing PeopleSoft functional lead to develop system reports for audits. Serves as the Purchasing Card ("P-Card") Administrator, to oversee and manage the college-wide P-Card program; develops implements and monitors procedures to ensure proper internal controls.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assists the Executive Director of Purchasing in development, recommendation, design and implementation of the purchasing module in PeopleSoft and P-Card vendor reporting and auditing. Recommends changes/streamlining to purchasing processes. Performs high-level procurement duties and complex purchasing analyses.

In the absence of the Executive Director of Purchasing, provides leadership and direction for all office staff including selection, training, assigning and evaluation of work.

Assist staff, as needed, with requisitioning departments to determine specifications and requirements; interface with the accounting and legal departments and with vendors, as required, in completing assigned duties.

Facilitate public bid openings, public evaluation meetings, pre-bid and pre-RFP conferences, as needed.

Develop, write, revise, edit, produce and proof requests for proposals (RFP) and contracts for assigned staff and self.

Review bids and proposals for responsiveness including conformity to solicitation specifications, and analyze for competitiveness; develop Florida Statute required postings as a recommendation for awards.

Ensure assigned staff prepare and maintain official purchasing documentation files for official public record and audit purposes.

Manages the preparation of various monthly, quarterly and annual purchasing reports and/or surveys, as needed.

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Ensures timely reporting of accurate data in compliance with all applicable laws, statutes and regulations.

Assists in maintaining the purchasing module in PeopleSoft and the development and refinement of database software. Audits and ensures data integrity and performs purchasing system functions required to correct or maintain data.

Works independently on major projects by compiling and arranging data from diverse sources into report format for decision-making purposes.

Assists the Executive Director of Purchasing in year-end closing.

Manages special projects as assigned by the Executive Director of Purchasing.

Prepares and/or reviews and approves staff purchasing solicitations, recommendations and purchase orders.

Develops and updates desktop manuals, develops and conducts training sessions as needed.

Performs other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff during the absence of the supervising administrator.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by three (3) years of related purchasing or business experience, which provides knowledge of purchasing processes, applicable laws and regulations, and relevant accounting processes.

PREFERRED QUALIFICATIONS

Public procurement experience, at least one (1) year of college/university/governmental/purchasing and/or experience with PeopleSoft.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 04/17