

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2016**

**EXECUTIVE DIRECTOR OF PURCHASING  
FLSA STATUS: EXEMPT – PAY GRADE: 27- A**

**JOB FAMILY: PURCHASING    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Executive Director of Purchasing efficiently manages the College's purchasing department, and the Administrative Print Shop and serves as the college wide process owner of: purchasing, in compliance with all applicable laws, statutes, and regulations.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Directly supervise assigned Purchasing Agents/Staff and the Administrative Offices Print Shop Coordinator.

Review and approve payroll and staff leave request for the department; professionally develops staff.

Serve as the College wide process owner of the College's purchasing and administrative office print shop.

Develop and monitor numerous College wide service level process targets/goals with College leaders for assigned areas of responsibility.

Support the College's Executive Director of Budget, Financial Planning and Auxiliary Services who serves as the Auxiliary Business Services process owner to effectively solicit, contract, and manage numerous contracts such as bookstore, vending, food service, childcare, duplicating equipment, pay for print services, educational broadband services, and others.

Supports the College's Materials Manager and Central Stores Manager in issuing solicitations and awarding Central Stores inventory contracts.

Provide leadership in the development of desktop instructions, administrative procedures, and training of campus employees to implement continuous improvement.

Monitor process measurements of assigned areas of responsibility and make recommendations to the appropriate supervising administrator for process changes to achieve improve process efficiency, cost effectiveness, and implement continuous improvement.

Manage numerous departmental budgets; develop bid and request for proposal (RFP) and invitation to negotiate (ITN) specifications; issue, solicit, negotiate and approve contracts; solicit the submittal of quotations and bids.

Develops, negotiates and approves procurement contracts working closely with the appropriate supervising administrator to serve as one of the College's contracting officers to sign procurement contracts; reviews purchase requisitions and assist in routing. Reviews, modifies

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and approves purchase orders; review, analyze and award all submitted bids and proposals.

Provides Collegewide purchasing and administrative office print shop services advice, as well as ensures department's compliance with all laws and statutes.

Reviews and develops District Board of Trustees agenda recommendations; makes Board presentations.

Monitors and reports annually to the State DOE on OSD Certified Minority Business Awards; present at small and minority business workshops at the College, as scheduled.

Actively participates in the Statewide Council of Purchasing Professionals; serve as Resource to the Employee Benefits Advisory Council.

Direct assigned purchasing agents/assigned staff in the management of the department's timely processing of purchase orders and assists in the monitoring and reassigning the workload and balancing in the department.

When appropriate, participate in the development of cost effective contract and contract process improvement opportunities for the Florida College System.

Ensures all assigned staff timely work collaboratively with the College's System Implementer in evaluating current Purchasing, and Print Shop business processes to identify opportunities to configure the new ERP system to include national best practice more efficient/effective business processes.

Publish the Provider Newsletter for the College.

Review and approve all departmental invoices.

Maintain effective communications through staff meetings.

Sign contracts and purchase orders; manage public bid opening, facilitate process team meetings, etc.

Perform related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in business administration from an accredited institution supplemented by five (5) years of progressively responsible public procurement /administrative experience.

**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: 2/99, 9/02, 4/06, 10/09, 7/11, 5/16