

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PURCHASING MANAGER

CMS Salary Range 31

BASIC FUNCTION:

Under the direction of the Executive Director of Business Services/Chief Business Official, supports the District's community and mission by providing leadership, direction and expertise in contract and procurement services that ensure quality products and services are purchased in a cost-effective, efficient and ethical manner. Must possess a good working knowledge of the legal aspects of contract administration and purchasing best practices. These duties require strategic planning skills, visionary leadership, a comprehensive knowledge of industry trends, advanced technology applications, and the ability to work collegially and collaboratively with diverse audiences throughout the campus community. The Manager supervises the purchasing department, warehouse and mail/duplication staff and is responsible for the creation and implementation of departmental policies, procedures and standards. Must possess excellent written and verbal communication skills, effective organizational and negotiation skills and the ability to lead and motivate staff.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Formulate procedures and policies used for procurement, property inventory control, and warehouse operations. (E)
- Supervise the purchase, receipt, storage, and distribution of supplies and equipment. (E)
- Negotiate, prepare, and administer contracts for the maintenance, purchase and lease of material, equipment, and real property. (E)
- Review consultant and contractor agreements. (E)
- Negotiate terms and conditions of agreements and enforce them. (E)
- Adhere to various code and legal requirements. (E)
- Ensure the maintenance of proper minimum stock levels. (E)
- Evaluate District expenditures for goods and services using quantitative methods and current market trends. (E)
- Examine and prepare information necessary for awarding of contracts and recommend acceptance or rejection of public bids. (E)
- Develop procedures for a master inventory control system. (E)
- Arrange for the sale of excess property. (E)
- Resolve complaints from vendors and departmental representatives. (E)
- Assist administrators and department heads in matters pertaining to the contracting and procurement of supplies and equipment. (E)
- Develop small, disadvantaged & local business plan; monitor and perform outreach to meet established annual goals. (E)
- Organize and hold annual Antelope Valley College Expo to educate local businesses on how to do business with the District
- Select, assign, train, evaluate, and develop staff in accordance with needs. (E)
- Prepare various informational reports. (E)
- Prepare annual budgets and assist with annual inventory for Auditor's Report. (E)
- Manages the bidding process including pre-bid meetings, bid openings and award recommendations. (E)
- Performs other duties as assigned by the Executive Director of Business Services/Chief Business Official (E)

EDUCATION & EXPERIENCE:

- Bachelor's degree from an accredited institution in business, public administration or related field AND three years of responsible purchasing experience proving knowledge in a wide variety of commodities and equipment or equivalent; **OR**
- Associate's degree from an accredited institution AND five years of responsible purchasing experience proving knowledge in a wide variety of commodities and equipment. One year of education or 30 semester unit equivalent may be substituted for 1 year of experience.

DESIRABLE QUALIFICATIONS:

- Prior purchasing leadership experience in an academic environment. Professional procurement certification; eg., CPP, CPPM, CPM, CPSM.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

KNOWLEDGE OF:

- Methods, practices, and procedures, including governmental purchasing, contracting, and material management adhering to public contract and education code guidelines.
- Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials.
- Store room practices and stock record systems and record retention methods.
- Warehouse and inventory methods, procedures and best practices.
- Good working knowledge of the legal aspects of contract administration and purchasing best practices.

ABILITY TO:

- Plan and schedule buying activities for greatest efficiency and service.
- Interpret market prices and trends.
- Plan and supervise the work of others and work cooperatively with others.
- Prepare and write formal bid specifications.
- Receive and analyze bids and recommend award.
- Purchase goods and services in compliance with specifications and financial constraints.
- Organize and supervise warehouse operations and personnel.
- Train, supervise and evaluate personnel in methods and procedures of assigned functions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides direction and supervision to Buyer, Warehouse Technician, Clerical Assistant III, Warehouse Assistant, and Clerical II.

CONTACTS: Co-workers, administrators, students, vendors, other agency constituents, and the general public.

WORKING CONDITIONS:

Normal office environment.