



Job Description

Job Title: Sr. Executive Director – Purchasing

JTC: AQN

Salary Range: E10

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the successful leadership and management of the organization according to the strategic direction set by the District. Provides executive leadership, vision, strategic planning and expertise in the assigned area of responsibility and for promoting operational improvements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience in short- and long-term objectives, strategic planning, operating procedures and compliance of District policies. Ensures that the vision and values are translated into day-to-day activities and behaviors for employees at all levels of the organization, guides and motivates others to take actions that support the District. In-depth knowledge of corporate governance principles and managerial best practices.

The ability to analyze policy proposals, legislation and regulations and convey findings to clients and key stakeholders. Create complete business plans for the attainment of goals and objectives. Excellent organizational development, personnel management, interpersonal, marketing communication and administration skills. Ability to create a climate of inclusiveness to promote understanding and respect for diversity.

The ability to build and maintain relations of trust and integrity with shareholders, partners, and external constituents. Advises and responds to questions from a diverse, multicultural college community and external stakeholders regarding issues or policies impacting programs and/or services related to the area of responsibility. Participates on various committees and projects that involve extensive cooperation between multiple departments across the district or with external constituents.

Leads an efficient and effective organizational operation according to best practices, ethical guidelines and fiduciary requirements. Ability to maximize people and the resources that are available to improve processes and move the business forward. Assess problem situations to identify cause, gather and process relevant information, generate possible solutions and make recommendations.

Knowledge of budgeting principles and practices; strategic management principles and practices; and higher education administration. Excellent communication skills, written, oral, listening and public speaking ability with a diverse audience. Excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree in related field plus five (5) years of related work experience. Official transcripts are required. Must have valid driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes and directs the purchase function for the District. Directs, delegates and controls purchasing work flow to insure timely handling to meet objectives of District cost centers. Serves as the District's official representative with State of Texas cooperative purchasing programs including the Department of Informational Resources, TEX-MAS, Travel, etc. as well as other cooperative purchasing programs including U.S. Communities and Texas Cooperative Purchasing Network.

Assists in the development and implementation of new policies, laws, rules and regulations pertaining to the District's procurement functions. Coordinates the development and implementation of procedures and processes for delegated purchasing authority. Management and enhancement of online bidder registration system.

Establish and maintain technological systems to manage and track competitive bids, proposals and requests for qualifications. In conjunction with the District's IT department, manages and controls systemic access to the automated procurement system as to approval of persons. Monitors and tracks the value of purchases to help assure advertised bid value thresholds are not exceeded. Promulgates the establishment of standards for goods and services including establishment of pricing agreements to increase efficiencies and effectiveness of the District's instructional and administrative operations.

Interacts with District's legal department to obtain approval of contract documents as required by District policy. Makes direct contact with major prospective bidders to pursue acquisition of required goods and services. Reviews bids process, vendor selection and contract preparation. Serves as primary bidder/vendor contact in solving delivery, availability and related problems from issuance to completion of purchase orders.

Selects, trains, evaluates and supervises assigned staff; develops and monitors department budget. - Promotes the District's Business Diversity program to assure inclusion in the District's business opportunities on a race and gender-neutral basis. Supervise the District Business Diversity department. Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Performs related duties as assigned

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the



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total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.