



Job Description

Job Title: Senior Director – Purchasing Services

JTC: AQD

Salary Range: E05

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 leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives. Requires a dynamic understanding of relevant laws and policies and the ability to independently analyze problems, search for strategic solutions, organize and influence individuals to meet the vision, mission and goals of the organization and DCCCD. Ensures operations function to promote diversity and professional growth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience providing direct leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Advanced knowledge and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Advanced experience implementing complex projects with the ability to plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Effectively skilled to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Knowledge and experience providing recommendations to sustain and improve work environment in the face of change and environmental challenges. The ability to acknowledge, understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Capable of proactively improving the organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. The ability to recommend policy/procedural changes to support business needs.



Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience. 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 plus three (3) years of experience in related field. 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

Must have comprehensive knowledge of State procurement laws, regulations and requirements. Participates in the development of policies and procedures that represent best practices while conforming to district regulations, institutional policies, State statutes, regulations and laws governing State institutions; communicates changes to stakeholders as required. Maintains information required under applicable laws, regulations and district policies.

Negotiates and executes the purchase of goods/services, manages the acquisition process in collaboration with internal stakeholders, including bids, request for proposals (RFP) and/or request for qualifications (RFQ) development and contract negotiation to support business needs. Introduces new strategies, techniques, and workflows to the procurement process to minimize costs and improve services to the district-wide community.

Builds and maintains effective relationships with diverse, multicultural district-wide personnel and a diverse array of external stakeholders. Manages effective partnerships with key suppliers to encourage superior service, provide competitive pricing and obtain quality goods and/or services. Promotes diversity among vendors/suppliers of goods and services to the district. Ensures a customer-service oriented environment that supports the vision, mission and goals of the organization and DCCCD. May serve on various committees as a representative of Procurement Services.

Must be able to effectively handle multiple tasks simultaneously, exercising considerable independent and professional judgment in matters of significance. Ensures staff is trained and knowledgeable of district policies/procedures as well as State regulations and statutes. Prepares reports and other analytics to measure productivity, efficacy of purchasing and level of customer service. Prepares reports, approval requests and other documents for the Board of Trustees, as required.

Requires excellent organizational and critical thinking skills. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises approximately 2-10 employees. Oversees purchases in excess of \$100M in contract awards for goods and services.

Performs other job 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 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.