



Job Description

Job Title: Purchasing Manager

JTC: GAD

Salary Range: N05

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 ensuring the integrity of the procurement process through coordinating and monitoring of the purchasing and contract management activities for colleges including overseeing the purchase requisitions and purchase order processing. Responsible for ensuring compliance with all applicable laws, regulations and policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience of the purchasing operations, including establishing purchasing procedures, specifications for contract work, supplies and environment, coordinating and overseeing the bidding process. Knowledge of laws, regulations and standard procedures pertaining to purchasing operations. Knowledge and ability to negotiate and manage contractual arrangements. Ability to apply and interpret policies and procedures in a sound and reasonable manner.

Ability and skills to research and analyze specific commodities to maximize cost savings. Ability to work in a fast-paced environment. Ability to exercise judgement and discretion when problem solving. Demonstrates effective short- and long-term planning strategies.

Build and maintain a solid working relationship with vendors and the campus staff in the purchasing process. The ability to develop and implement new processes and training tools for streamlining and automating purchasing processes and reducing inefficiencies. Effective leader; able to educate colleagues and others on processes, risks and protocols for effective and efficient purchasing programs. Excellent analytical and organizational skills with the ability to prioritize with high attention to detail.

Ability to prepare periodic reports for management and as necessary or requested, to track strategic goals and accomplishments. Ability to lead by example, coach, motivate and develop employees. Ability to conduct competitive solicitations, to learn, interpret and analyze information to make necessary decisions.

Display strong business acumen. Understand project management dynamics to effectively implement major purchasing projects. Knowledge of purchasing business software applications. Advanced skills in Microsoft Office, such as Excel and Word. Strong knowledge and experience in providing effective customer service.

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

Associates degree plus six years of purchasing experience in a computer-based purchasing system. Experience and proficient with Microsoft Word and Excel. Official transcripts are required. Must possess a current driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the evaluation and process of procurement purchases. Ensures all procurement activities are compliant with applicable laws, standards and practices and DCCCD BPM policies. Provide leadership in the college's efforts to minimize costs and maximize value. Performs analysis to identify excessive costs, find efficiencies and leverage buying power. Solicit and evaluate formal and informal bids and requests for proposal documents.

Responsible for the resolution of problematic requisitions. Make recommendations, develops, revises and implements new or existing processes and practices to comply with DSC level requirements to ensure consistency. Negotiates and executes the purchase of non-CPI goods at the campus level to ensure alignment is within district protocols and verifies accuracy of the documents.

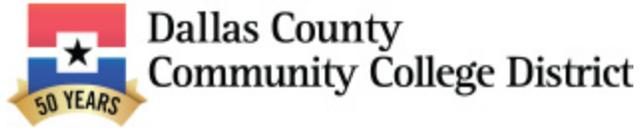
Serve as campus purchasing liaison between the divisions, the business office and the district purchasing department to ensure streamline communication and resolve procedural conflicts. Identify, develop and implement training to ensure campus end-users are current on all procedural changes implemented from the DSC procurement and develop corrective action plans to assist divisions in maintaining compliance.

Exercise independent judgment regarding staff development, coaching and supervision ensuring consistency in the procurement process. Audit procurement transactions to verify compliance with State procurement code and fiscal rules and regulations. Seek out and attend procurement training opportunities to remain current on State and District purchasing requirements. Develop and maintain training manuals and procurement documents.

Ensure the integrity of the purchasing system and maintain records and other appropriate documentation for all procurement activities conducted by the college. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

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.