

Job Description

Position Title: Director of Procurement

Department: Financial Services

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of Procurement directs the College procurement and payment services activities in compliance with policy, procedures, regulatory requirements, and industry best practices as the College's Chief Procurement Officer. Directs, manages, and supervises personnel and employee activities. Provides leadership, vision, training, and action needed to accomplish College educational mission and goals.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Utilizes current industry principles and best practices to direct and manage the activities and operations of the Procurement and Payment Services Unit.
2. Reviews contract and purchasing proposals. Ensures guidelines and mandated regulations are followed. Makes recommendations and approves proposals.
3. Directs the adoption, application, and leveraging of contemporary procurement and payment service systems and technologies. Ensures compliance with College policies and state and federal laws that apply to Finance and Business Services activities.
4. Hires, evaluates, and supervises employees. Prioritizes and assigns work and maintains professional development program for department staff.
5. Develops, administers, and monitors budgets; implements and allocates resources following budget approval; and, approves expenditures.
6. Directs and supervises the collection of technical data and the preparation of a variety of complex reports, statistic, and communications.
7. Participates in professional group meetings; stays abreast of new trends and innovations in the field of materials management and logistics with emphasis on contracts, warehousing, inventory, management and purchasing.
8. Interprets and applies applicable Federal, State and local policies, laws and regulations.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices

2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Knowledge and application of organizational and time management principles
5. Knowledge of project management principles
6. Skill in analyzing data and drawing conclusions
7. Skill in effective communication (both written and oral)
8. Skill in problem solving
9. Skill in budget/resource management
10. Skill in coordinating and monitoring the work of others
11. Skill in independent decision making
12. Skill in people leadership and supervision
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to apply effective and accurate data entry and typing skills
15. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Accounting, Finance, or a closely related field of study required.
 - Master's degree or in Accounting, Finance, or a closely related field of study preferred.
 - Five (5) to eight (8) years of related experience in accounting or finance
 - More than eight (8) years of related experience in accounting or finance
 - Three (3+) years of supervisory experience required
 - Certified Public Accountant (CPA)
 - Certified Professional Public Buyer
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours