BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Assistant Director, Purchasing and Services

DEPARTMENT: Finance

FUNCTION: Supervises the purchasing of required goods, materials and services in accordance with College policies and procedures, and New Jersey College County Contracts. Oversees the day to day activities of the Stockroom functions. In the absence of the Director, supervises the operations of the Purchasing department; and contracted services.

REPORTS TO: Director of Purchasing and Services

SUPERVISES: Buyers and Senior Buyer

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Partners with suppliers, contractors, and service companies to ensure efficient and reliable procurement, maintenance and service operations; works closely with the Buildings and Grounds Department for major maintenance and building projects.
2. Coordinates the disposition of College surplus and obsolete materials and conducts annual public and private sales.
3. Prepares and issues bids and requests proposals, quotes, purchase orders; initiates creation of contracts in accordance with College policy and New Jersey College County Contracts Law.
4. Supervises the daily activities of the Purchasing office in the absence of the Director of Purchasing and Services.
5. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
6. Performs additional tasks or duties as assigned by the Director of Purchasing and Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Ability to formulate contracts, purchase orders and agreements that are effective and viable working documents that protect the best interests of the College. Has basic to intermediate proficiency in the use of the Microsoft Office suite.
Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor’s Degree in Business Administration or related field required

**Experience:** Minimum of 3 years of buying experience including at least 2 years of managing people. Requires experience managing a purchasing function of a varied or educational nature and in service contract procurement and administration. Should have handled legal documents, contracts, business codes and applied Federal, State and Local statutes as appropriate to activities.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

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Submitted by: ___________________________ Date: ____________

Name/Title

Approved by: ___________________________ Date: ____________

Name/Title

Reviewed by: ___________________________ Date: ____________

Human Resources

Board Approval: ___________________________ Date: ____________

Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**