BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director, Purchasing and Services

DEPARTMENT: Finance

FUNCTION: Develops and executes procurement strategies that improve the quality, consistency, effectiveness, cost and value of all goods and services that are required for the College. Driving service level improvements, skillfully leads the Request for Proposal (RFP) process, reviews and negotiates contracts and cultivates and maintains effective relationships with internal key stakeholders and external vendor organizations. Oversees printing and copying services, mail distribution and shipping and receiving activities.

REPORTS TO: Managing Director, Financial Administration

SUPERVISES: Assistant Director of Purchasing and Services and Buyers/Senior Buyers

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Develops and executes procurement strategies that improve the quality, consistency, effectiveness, cost and value of all goods and services that are required for the College.
2. Works with and across stakeholder groups to define needs and aggregate wherever possible.
3. Leads the RFP process, researches stakeholder requirements, documents the RFP and coordinates all surrounding activity.
4. Reviews and negotiates contracts, identifying opportunities and risks while complying with all applicable rules and regulations.
5. Cultivates and maintains effective relationships with internal key stakeholders and external vendor organizations; arranges supplier performance reviews and makes recommendations to address issues and exploit opportunities.
6. Performs analysis on supplier spend and process metrics and proactively recommends improvements.
7. Provides education and guidance to stakeholders regarding the value of adopting and complying with purchasing policies, procedures, tools, and processes.
8. Provides guidance in all legal aspects of the disposition of College surplus materials.
9. Performs additional tasks or duties as assigned by the Managing Director, Financial Administration or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Knowledge and the demonstrated application of County College Contract Law and Procurement under State Contract. Requires the knowledge and ability to create effective contracts, purchase orders, and agreements that fully protect the interests of the College. Possesses solid skills in negotiation and conflict resolution. Ability to function effectively in a higher education institution. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Business Administration required; Master’s Degree in Business Administration is preferred.

Experience: Minimum of 8 years of supervisory experience in Procurement/Purchasing including 3 years in higher education setting preferred. Requires experience in service procurement and administration, as well as with legal documents, contracts, business codes and applicable Federal, State and Local statutes.

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.

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