

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Purchasing Director			<i>Date:</i> Jan 19, 2000
<i>Level:</i> ADM07	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0701	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Responsible for the development and implementation of the College's purchasing process for goods and services. Directs and supervises all phases of the preparation of bid specifications; issuance and opening of bids; and the recommendation for award. Manages coordination of the College's Minority Business Enterprise Program.

KEY RESPONSIBILITIES

% OF TIME

1.*	Directs and provides leadership to the College's Purchasing Department for all procurement activities. Develops and oversees departmental budget and personnel functions.	30%
2.*	Develops and supervises the preparation of all bids, to include Request for Proposals, Request for Quotes, and Request for Information. Supervises pre-bid meetings, the evaluation of responses, the recommendation for award, and the resolution of unsuccessful bidder protests.	30%
3.*	Serves as College's procurement officer for entering into, administering and terminating procurement contracts. Serves on statewide committees for contracts to be used by all state community colleges.	20%
4.	Administers the Minority Business Enterprise Program. Interacts with vendors, state MBAAO officials, community college purchasing directors to coordinate outreach efforts.	10%
5.	Develops and implements procurement policy and procedures and other administrative functions. Recommends role and levels of responsibility for all positions, including the District Board of Trustees, for all college procurement functions.	10%
6.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Master's Degree required, or professional purchasing certification or CPA.	
<i>Experience:</i>	Seven to 10 years of prior work related experience required; three of which should have been in a supervisory or senior buyer position.	
<i>Planning:</i>	Formal plans that exceed one year, but not three years beyond normal operational planning. Scope of planning is college-wide.	
<i>Impact of Actions:</i>	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Work involves leadership, which routinely affects a major campus of HCC in a demonstrable way.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position. A high degree of analytic ability and inductive thinking is required.	
<i>Decision Making:</i>	Supervision is present to review broad objectives. Independent judgment is required to review, approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies.	
<i>Problem Solving:</i>	Requires choice of courses of action, limited by broad College policy and requires understanding and evaluation of impact upon the College. Problems may involve consultation with outside experts. Policy, procedure, and precedent are created and/or approved by this position. Solutions affect HCC policy or the operations of campuses.	
<i>Communications with Others:</i>	Regular internal contacts involving tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Also requires external contacts to carry out programs and to explain specialized matters, or work requiring continuing personal contact.	
<i>Supervision of Others:</i>	Responsible for making recommendations in the areas of compensation, staff selection, disciplinary action, complaints, and staff performance appraisal. Plans, assigns, and evaluates the work of subordinates for effective operation. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of work conducted in other departments of HCC.	
<i>Job-Related Knowledge:</i>	The professional theory and practice applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/ Creativity:</i>	Work requires the development of innovative methods, procedures, products, or systems, as a significant part of the job.	
<i>Working Conditions/ Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table.	