



## POSITION DESCRIPTION

**TITLE:** Associate Director, Purchasing & Contract Management  
**FLSA STATUS:** Exempt  
**CATEGORY:** Professional  
**GRADE:** F

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**JOB SUMMARY:** Responsible for assisting the Director with planning, organizing, staffing and directing purchasing services to include procurement and contract related initiatives.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Assist the Director with the day to day operations of the department, assist with operational purchasing services to include verifying standards are met and compliance with state laws, District policies and procedures; promote sound business practices; resolve contracting issues within parameters of state laws governing the District; review agreements and contracts for content and legal compliance and negotiate contract terms.	25%
2. Assist the Director in researching and identifying the need for initiating new contracts for commodities and services; review workload of Buyers and other department staff and make necessary changes to expedite the procurement process.	20%
3. Complete, review, and revise contracts that involve the purchase, lease and rental or sale of goods and services; ensure contracts are executed in accordance with legal requirements, college policies, procedures, and statutory regulations.	20%
4. Conduct analysis of new laws, regulations and contract trends to determine potential impact on the college; remain current on legal, regulatory, and industry changes that affect contracts; revise existing and future contracts to remain compliant; seek legal review from attorney representing the College in the Director's absence.	15%
5. Assist vendors in understanding how to conduct business with the District; provide vendors with requested information or documents; provide procurement information to College personnel and guide them through the process to ensure compliance with College policies and procedures.	5%
6. Responsible for personnel management activities of assigned staff, including recommendation for employment, supervision, performance evaluation, guidance, support concerning professional development, and compliance with policies and regulations; participate in setting performance goals and priorities that contribute	5%

to departmental mission.

7. Create and present training to District staff annually as part of the annual Purchasing policies and procedures training; assist in other training sessions as requested; ensure reporting requirements of the Legislative Budget Board (LBB) are met by uploading contract information into the LBB's contract database. 5%
8. Act on behalf of the Director during the Director's absence; perform other duties as assigned. 5%

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of assigned staff. Indirectly supervises full- and part-time staff assigned to the department.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree

**EXPERIENCE:** Six (6) years of related experience.

**CERTIFICATIONS/LICENSURES:** Professional Certification in Purchasing from ISM, NIGP, NAEP, or other nationally known professional purchasing organizations.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Experience using persuasive skills to negotiate desired results;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and government regulations;
- Effective communication skills; both orally and written;
- Ability to interpret and implement rules, regulations, policies and procedures;
- Ability to analyze data, interpret results, and generate conclusion based on results;
- Experience leading, managing and motivating personnel;
- Ability to assess and prioritize multiple tasks, projects, and demands to meet deadlines;
- Ability to maintain confidentiality of work related information and materials;
- Ability to deliver effective presentations;
- Ability to communicate and interact with individuals at all levels of the institution;
- Effective time management skills;
- Ability to generate reports, business correspondence, and procedure manuals.

**2. Equipment Used:** Personal computer, fax, telephone copier, audio recorder, and other equipment associated with an office environment.

**3. Software Used:** A variety of word-processing, spreadsheet, Ellucian Banner ERP system,

e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, use hands to handle or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*