



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 3/24/2025
Revised on: 3/24/2025

Job Title	Salary Schedule	Grade	Job No.
Director of Purchasing	C1		AD9978
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Financial & Admin Services	Exempt	No	Choose an item.

JOB SUMMARY: The Director of Purchasing directs the purchasing program; provides information, supervises and serves as a resource to the Purchasing Agent; achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and assists the Payroll Accountant with payroll functions.

This position requires decision making based on comprehensive knowledge of state laws and policies regarding purchasing.

QUALIFICATIONS:

- ◆ Bachelor's degree in business or related field from an approved U.S. Department of Education accredited institution **required**.
- ◆ Prior experience in applying federal, state and ACCS policies and regulations; preparing and maintaining accurate records; budgeting; forecasting; and utilizing pertinent software applications are **required**
- ◆ Working under limited supervision; directing other persons within a work unit; and supervising the use of funds

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective interpersonal, communication, and organizational skills
- ◆ Comprehensive knowledge of state laws and regulations as well as College policies and procedures related to purchasing
- ◆ Ability to exercise judgment and discretion in interpreting and applying institutional policies and procedures
- ◆ Ability to establish and maintain effective contacts with government officials, vendors, employees, and the public
- ◆ Extensive knowledge of accounting principles, budget maintenance, and auditing procedures relating to purchasing
- ◆ Ability to maintain confidentiality of office information

DUTIES:

- ◆ Prepares and types bids in compliance with State Competitive Bid Law and maintains required bid

files

- ◆ Reviews and evaluates documents used in the acquisition of supplies, equipment and services for the purpose of ensuring compliance with bid and/or order policies to ensure proper use of college funds
- ◆ Collaborates with internal and external personnel for the purpose of implementing and/or maintaining services and programs
- ◆ Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components
- ◆ Maintains a variety of files for the purpose of providing required documentation and historical information
- ◆ Monitors departmental budget to ensure fiscal practices are followed
- ◆ Participates in meetings, conferences, workshops, etc. for the purpose of understanding the need for updating and implementing procurement procedures
- ◆ Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) necessary to maintain adequate staffing, enhancing productivity of personnel and achieving departmental objectives.
- ◆ Directs department operations; the maintenance of services and the implementation of new programs and processes (establishing assignments, overseeing purchasing functions, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements
- ◆ Performs other related duties as assigned
- ◆ Complies with all policies of the Alabama Community College System (ACCS) , and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching to access files or office equipment
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for preparing reports, coordinating with vendors, and collaborating with college personnel

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings relevant to purchasing regulations or college operations

- ◆ **Schedule:** Standard work hours are expected; however, flexibility may be necessary to accommodate deadlines, bid processes, or urgent purchasing needs
- ◆ **Interaction:** Regular collaboration with college administration, department heads, vendors, and state officials to ensure compliance with purchasing policies and procedures

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date