

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Purchasing Manager

BASIC FUNCTION: Under the supervision of the area Director, responsible for the quality, maintenance, administration, and leadership of the District's purchasing system.

SUPERVISORY RESPONSIBILITIES: Supervises full-time assigned staff.

REPRESENTATIVE DUTIES:

1. Organizes, maintains and evaluates all purchasing procedures including receiving and processing of requisitions.
2. Prepares or directs the preparation of specifications, bids and quotations and analysis of same in cooperation with Facilities & Planning, architects, and construction managers.
3. Approves purchase orders; recommends award of contracts; conducts inquiries; interviews vendors and analyzes prices and market trends to establish and maintain optimal sources of supply.
4. Prepares the PO list for presentation to the Board and provides supplementary information as requested.
5. Supervises the filing of records, correspondence, and receiving reports.
6. Conducts performance evaluations of assigned staff.
7. Establishes goals and objectives for areas of responsibility in concert with the District's strategic master plan and administrative program reviews.
8. Through continued study and participation in local, regional and state activities and in professional organizations, maintains an understanding of current ideas, trends, practices, laws and regulations pertaining to the areas of responsibility for this position.
9. Maintains familiarity with all aspects and procedures of the District's purchasing office, including compliance with provisions contained in the Government Code; California Code of Regulations; Title V regulations; the Education Code; and the California Community Colleges Chancellor's Office Budget and Accounting Manual, as it relates to purchasing, procurement and public contract bidding for California community colleges.
10. Assists in interpreting purchasing and public contract bidding regulations, guidelines, policies and procedures to the college community and the general public through outreach efforts, community contacts and participation in community activities.
11. Serves as a member of the Management Association.
12. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
13. Performs other related responsibilities as may be assigned.

EDUCATION: An associate's degree is required. A bachelor's degree in business administration, accounting, or a related field is preferred. Degrees must be from an accredited institution.

EXPERIENCE: Four years of progressively responsible experience in the area of accounting, or a related field, including two years of experience in an administrative or supervisory position required. Extensive experience in, or knowledge of, California Community College purchasing practices and business operations is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: The successful candidate will possess: excellent planning, organizing, and coordinating skills essential to oversee and evaluate a complex and diverse program of purchasing functions; strong analytical skills necessary to conduct research and analysis, identify trends and forecast needs. Knowledge of governmental accounting practices.

ABILITY TO: Perform day-to-day fiscal activities at all levels; communicate clearly and effectively, work accurately, meet deadlines and provide effective management reporting; select, train, supervise, evaluate, motivate and lead staff members.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, assigned staff, vendors, and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.