Assistant Director, Purchasing

Job Code 50010481

General Description
Responsible for the efficient planning, organizing, staffing and management of the purchasing department.

Examples of Duties
Provide management oversight of purchasing office.
Approve requisitions into purchase orders, p-card system and the COOL system.
Generate and maintain required documentation for TBPC compliance.
Assist with ensuring compliance with federal, state and local regulations.
Review of formal bid tabulation, value assessment, and final award decisions.
Develop and implement procedures to streamline the procurement process and works with AIS competency center.
Coordinate and perform back-office testing of ERP software.
Oversee assignment of requisitions with proper USAS codes.
Direct the preparation of training materials.
Point of contact for university procurement audits and vendor challenges.
Assist in development and implementing strategic plans, departmental goals, policies and procedures and establishing the budget.
Supervise staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Federal, state, university policies and procedures, ERP purchasing/financial software procedures/programs.

Skill in: Preparing reports, memos, documents, completing purchase requisitions, preparing desk manual, training materials, interacting courteously and establishing rapport with others, effectively motivating others, counseling staff, supervising staff, prioritizing workload, resolving complaints and work related issues, developing training materials, training staff, researching and resolving errors in ERP software system.

Ability to: Write job instructions, procedure manuals, requisitions and purchase orders, interpret and apply legal and technical documents, compare and verify numbers, read and interpret
procedure manuals, perform intermediate math, prepare reports, conduct training, understand oral, complex instructions, explain policies/procedures.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**