Job Title: Purchasing Director

 JOB SUMMARY

The Purchasing Director is responsible for planning, directing and managing the purchasing operation of the TCSG System Office and statewide technical colleges.

MAJOR DUTIES

Issues work assignments to subordinate employees;
Acts as liaison with DOAS State Purchasing and Georgia State Finance and Investment Commission;
Conducts bids and Requests for Proposals by developing, soliciting, evaluating and awarding contracts for products or services for TCSG System Office and statewide Technical Colleges;
Supervises the development and/or administration of Agency Contracts for use by TCSG System Office and statewide Technical Colleges;
Informs and/or trains TCSG system office purchasing staff and Technical College staff on procurement policies, methods and procedures;
Oversees and conducts Purchasing Review Desk Audits for TCSG System Office and statewide Technical Colleges to ensure compliance with all purchasing rules, regulations and procedures;
Supervises the review of Open or Pending Purchase Orders for overall system clean up annually;
Administers TCSG Purchasing Card Program in compliance with statewide and TCSG Purchasing Card Policy;
Compiles and submits the Non-Profit Organizations Contract Report to Department of Audits annually by fiscal year;
Compiles and submits the Security and Immigration Reporting to the Department of Audits annually by calendar year;
Administers Purchasing Workflow System by overseeing system operation and updating system as needed;
Acts as Team Leader / subject matter expert for PeopleSoft Team Georgia Marketplace implementation and utilization;
Manages and oversees financial/budget operations of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Maintains knowledge of assigned program area and gives updates to management on services, operations and projects;
Evaluates employees at scheduled intervals upon reviewing of all relevant information;
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives.
COMPETENCIES

Detailed knowledge and understanding of the State of Georgia Purchasing rules and regulations as stipulated in the Georgia Annotated Code section 50-5, the Georgia Procurement Manual and TCSG rules, policies and procedures
Functional and operational knowledge of the PeopleSoft Team Georgia Marketplace Financial System and the Purchasing Workflow
Ability to develop and prepare technical and/or statistical reports.
Ability to gather and analyze technical data.
Ability to work independently with assigned projects
Oral and written communication skills
Ability to make decisions in compliance with specific rules, regulations, policies and procedures
Ability to prepare and present training materials to other employees
Skill in the operation of computers and job related software programs
Organizational skills
Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

Bachelor’s degree in a related field *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.