Job Title: Purchasing Manager  
Job Code: 31790

JOB SUMMARY

The Purchasing Manager is responsible for planning, organizing, and managing purchasing functions.

MAJOR DUTIES

- Directs the bid process for supplies and equipment;
- Receives and processes purchase orders;
- Orders supplies and equipment;
- Distributes purchase orders to end-users;
- Maintains log of all purchase orders;
- Maintains spreadsheets to keep track of bond, maintenance repairs and renovation, and other special funds;
- Trains personnel in state purchasing requirements;
- Maintains state approved list of vendors and items under contract;
- Supervises and evaluates the work of personnel.

COMPETENCIES

- Knowledge of state purchasing guidelines
- Knowledge of finance, accounting and management policies and procedures
- Knowledge of college purchasing and budgeting procedures
- Skill in the delegation of responsibility and authority
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

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

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.