

JOB POSTING

Director of Purchasing II (Beckley Campus)

Summary of Responsibilities:

- Administer, supervise and coordinate the purchasing operations of the College including assistance with the College p'card program. Process all orders determining: object/line code, type of procurement, proper purchasing procedure and form type. Maintain purchase order log and assign purchase order numbers, determine and assign emergency purchase orders and their numbers, investigate sources of supply, prepare specifications and secure quotations, discuss proposed purchases with administrative and academic officers, recommend and make purchases in accordance with New River policies within broad state laws and Higher Education policies, make adjustments to purchase orders, make recommendations on bids, interview sales representatives, verify approved vendors, solicit and help register new vendors in accordance with state policies, handle correspondence with vendors to ensure timely delivery of goods and services, approve purchase orders as to content, format, proper procurement procedure etc., supervision and/or checking-in of packages and equipment, making claims for lost or damaged supplies or equipment, and verifying delivery and adherence to specifications and quantities, develop and distribute in-house purchasing manual and provide training regarding purchasing to employees as needed. Working closely with accounts payable and accounting to insure the proper recording of encumbrance information against budgets and closing of the fiscal year related to the procurement of goods and services and the payment of such expenditures.
- Administer, supervise and coordinate the operations of the college's manual and computerized inventory of assets including buildings, land, equipment, infrastructure and non-tangible items such as software. Determine which assets are to be tagged using state and college policies, ensure all assets are tagged and added to the computerized inventory, approve all added property forms to be sent to Charleston, ensure all copies of all office and division inventories are distributed, maintain online inventory, provide yearly and periodic inventory reports as required, supervise and/or maintain all equipment record files. Coordinate grant accounting of inventory purchased with restricted funds such as Title III. Coordinate the disposal of all obsolete equipment following state and college policies, arrange pick-up of all surplus items, ensure all disposed items are removed from inventory, redistribute equipment that is in usable condition and has been turned in to inventory control.
- Maintain copiers and other similarly shared equipment, ordering and maintaining adequate supplies, providing training to new key-operators, order and maintain adequate copier cards for operation of copiers, process orders to ensure proper maintenance of copiers.
- Research and recommend best practices in all areas of purchasing and materials management.

- Assist other areas of Finance and Administration with various reports, training, procedures and similar duties as assigned.

Education:

- Baccalaureate degree from an accredited college or university; Substitution for degree: Four year's experience in purchasing for any unit of government or for any business, commercial or industrial enterprise

Experience:

Over three years of experience in the following areas:

- Experience in procuring goods and services; preferably in a governmental organization or corporate setting with established policies and procedures.
- Experience with inventory control and/or asset management; preferably in a governmental or business organization.

Skills, Knowledge, Abilities:

- Knowledge of business, commodity sources, values, and purchasing procedures.
- Knowledge of basic inventory methods as may obtained through an accounting or similar baccalaureate program.
- Ability to work closely with others dealing with several functions at the same time. Experience in a state agency or with computerized purchasing and inventory software such as Banner.
- Experience with word processing and spreadsheets software (such as MS Word and MS Excel) is necessary for evaluating and presenting bid proposal information.
- Experience with database software (such as MS Access) is preferred to assist in various office functions.

Position requires valid driver's license for travel between campuses.

Reports to: Controller

Applications:

This is an exempt, classified, pay grade 20 position with a starting salary of \$40,265 per year. Cover letter to include position of interest, resume, contact information for three references and college transcripts must be submitted to address below. For full consideration, application material must be received by **February 1, 2010**. Open until filled. Only candidates meeting the minimum qualifications will be considered. All positions are subject to funding availability.

Human Resources
New River Community and Technical College
167 Dye Drive
Beckley, WV 25801
Email: hr@newriver.edu; Fax: (304) 929-6707