



**Purchasing Director**  
Purchasing

PUR/1

**JOB SUMMARY**

This position is responsible for managing the purchasing functions for Dartton State College.

**MAJOR DUTIES**

- Directs the processing of purchase orders and related documents in accordance with state, system and college policies.
- Handles and/or monitors issues that arise during the purchasing process.
- Manages copies, agency, and various maintenance contracts.
- Maintains updated purchasing records, data and pricing information.
- Completes required reports for the Department of Administrative Services State Purchasing Office.
- Meets with suppliers to coordinate purchases or resolve problems and issues.
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of computers and job-related software programs.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of the Georgia Procurement Manual.
- Knowledge of college policies and procedures.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Vice President for Fiscal Affairs assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include the Georgia Procurement Manual, the Board of Regents Policy Manual, the college Internal Controls Manual, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and supervisory functions. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to manage the college's purchasing functions. Success in this position contributes to the efficiency and effectiveness of those functions and ensures compliance with all relevant regulations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Buyer (1).

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.