POSITION DESCRIPTION DOCUMENT

The intent of this Position Description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

POSITION TITLE: Chief Purchasing Officer

DEPARTMENT: Purchasing

ORGANIZATIONAL RELATIONSHIP:
The Chief Purchasing Officer reports to the Vice Chancellor of Finance and Administration at Louisiana Delta Community College but will also direct purchasing function at Northeast Louisiana Technical College.

QUALIFICATIONS:
Bachelor degree in business administration or related field and five years experience in purchasing management required; five years experience in higher education and knowledge of Banner Finance preferred; knowledge of State of Louisiana purchasing and asset management laws preferred

RESPONSIBILITIES:

- Direct and coordinate purchasing function for a multi-campus community college and technical college. Oversee procurement activity for the college community and departments. Ensure compliance with State of Louisiana and College requirements. Coordinate transition from PeopleSoft to Banner software in the purchasing department.

- Make recommendations for structure and staffing needs for a consolidated purchasing department for Louisiana Delta Community College and Northeast Louisiana Technical College.

- Responsible for the development and maintenance of College purchasing policies. Maintains an open line to all College departments; answers all questions pertaining to purchasing; provides copies of contracts, catalogs, vendor literature, manuals and any other information the department needs to produce a requisition.

- Responsible for conferring with vendors, determining whether to route them to an assigned department head for further discussion of a product or accepting descriptions from the vendors and distributing to interested department heads. Maintain contact with each department to ensure merchandise is delivered as
ordered. Serve as problem handler arising from late or non-deliveries by telephone with the vendor. Responsible for the development and maintenance of purchasing file reflecting documentation of the agency’s procurement in the appropriated fiscal year. Coordinate the bid process and maintain records of bid requisitions/purchase orders, equipment purchases, major repair purchases and many more pertinent files.

- Manage property control function for Louisiana Delta Community College and Northeast Louisiana Technical College. Assure that property control tag numbers are assigned, that property is properly tagged transmitting additions and changes to the Asset Management System. Assure that an annual inventory of property is performed and certify the results of that inventory.

- Develop working relationship with other Louisiana Community and Technical College System (LCTCS) institutions to deal with common issues and obtain knowledge of best practices.

- Write and analyze requests for proposals and prepare recommendations with reasoning based on analysis that are legal, ethical, and demonstrate best value.

- Serve as Telecommunications Coordinator for this institution. Reviews and processes all requests for new telephone systems or for changes to existing systems and routes to the Office of Telecommunications Management for approval.

- Coordinate training for faculty and staff on purchasing procedures on a regular basis

- Assist with the budget in the development of costs for services, supplies, and equipment

- Other duties as assigned