



**HUDSON  
COUNTY**  
COMMUNITY COLLEGE  
**VACANCY NOTIFICATION**  
**Posting Date: January 25, 2018**  
**Revised: February 15, 2018**

**Director of Purchasing**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

**Basic Function:**

The job of Director of Purchasing is responsible for the administration of all contracts and procurement services in adherence of all county college (Title 18A) statute requirement and best practices. He/She is responsible for all planning, organizing and supervising the comprehensive procurement functions for the College; overseeing daily activities including major purchases associated with capital projects; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

**Essential Functions:**

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Directs all functions related to the purchase of equipment, supplies and services for the college for the purpose of ensuring compliance with State and Federal regulations and GASB accounting procedures.

- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Responsible for all contract management assuring there are no contract/service gaps. Coordinates, and reviews monthly board resolution. In many cases this requires legal review and input. Works closely with college counsel.
- Organizes annual surplus auction for the purpose of providing an efficient process for the college to dispose of obsolete equipment, furnishings and vehicles, etc.
- Oversees required purchasing processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support the college's operation.
- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices. Develops and writes requests for proposals (RFP's).
- Establishes and maintains an accurate up to date filing system for all relevant documents.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of analyzing information to determine product and/or service need and availability as necessary.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Serves as liaison with vendors (e.g. telephone service, cell service, fuel, office supplies, etc.) for the purpose of monitoring and consolidation of orders for better management of expenses.
- Supervises assigned staff (e.g. employee concerns/problems, directing work, training, disciplining, performance appraisals, etc.) for the purpose of ensuring work assignments are complete and within department objectives.
- Works with construction or operations personnel to ensure that furnishings, equipment, supplies, etc. are in place in accordance with construction timelines and within budget.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Education and Experience:**

B.S. degree in Business, Finance, or other related procurement field. Strong technical writing skills and minimum of 7 years' experience in managing a procurement department. Certified Purchasing Manager and higher education experience preferred.

**SKILLS:**

Ability to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; purchasing and financial management; and developing effective working relationships.

**KNOWLEDGE:**

Required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; Federal and State purchasing regulations; education codes; and complex purchasing work in compliance with State and Federal regulations; GASB accounting procedures; and county ordinances and procedures.

**ABILITY:**

Able to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

**OTHER RESPONSIBILITIES:**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within the department; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Human Resources Department  
81 Sip Avenue, Mezzanine Level  
Jersey City, NJ 07306  
E-mail: [Resumes@hccc.edu](mailto:Resumes@hccc.edu)  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

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