

Manager – College Purchasing*

Function of Job

Under administrative review of designated administrator, to direct and supervise a college purchasing office staff and be responsible for all college purchasing operations within USNH and Trustee Purchasing policies, directives, and objectives.

Characteristic Duties and Responsibilities:

1. Be responsible for hiring, training, evaluating, and supervising assigned staff.
2. Prepare, administer, and monitor departmental budget.
3. Through extensive use of bid process, negotiate, consummate, and review favorable college and USNH agreements/contracts, including follow-up and required changes.
4. Chair or serve on appropriate campus committees, recommending, preparing, and evaluating bid specifications for long-range planning.
5. Coordinate the collection, publication, and disposal of surplus property in accordance with USNH/Trustee guidelines/policies.
6. Establish and maintain competitive vendor environment through concurrent bid lists, vendor evaluations, and other vendor monitoring strategies.
7. Educate campus users concerning the purchasing system and associated Financial Information System applications through appropriate workshops on purchasing procedures and any related changes thereto.
8. Has delegated authority for signing contracts, on behalf of the college and USNH, for the purchase of goods/services up to a maximum amount or \$25,000.
9. Develop bidding documents/specifications for large dollar (over\$25,000) acquisitions/contracts for final review/approval of USNH Purchasing Director.
10. Be responsible for re-negotiating renewal of contracts, maintaining most current copies of contract documents, bid exceptions, and responding to consulting requests.
11. Be responsible for administering equipment acquisition process requiring prior Principal Administrator/Presidential approval.
12. Be responsible for reviewing unit budget-planning equipment requests/supply allocations, for developing product specifications for linking like purchases, and for developing campus contracts to simplify purchasing process and reduce costs through bulk purchasing/volume pricing.
13. Develop and maintain equipment inventory system and purchasing manual for college.
14. Work independently and directly with college CEO, Deans, and principal administrators on related matters of importance/urgency, keeping supervisor informed of progress pending decision, and approvals.
15. Ensure college's compliance with USNH policies for acquisition of goods/services and for maintaining sound business practices as described in college purchasing manual and by National Association of College/University Business Officers.
16. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree preferably in a business or accounting-oriented curriculum.
2. Proven record in a responsible purchasing situation or four years of total related experience, including at least one year in a supervisory capacity.
3. Advanced knowledge and expertise in all phases of purchasing operations, including contract negotiation/preparation.
4. Excellent judgment and good communication skills, both oral and written.
5. Recent professional references attesting to the individual's high standards of business ethics.

Additional Desirable Qualifications:

1. C.P.M. (Certifies Purchasing Manager by National Association of Purchasing Management).
2. Computer-related experience.
3. Additional experience in the purchase of goods and services such as audio/visual and photographic; travel; paint, grain and feed products; glass; sports/athletics products; building materials; custodial and maintenance supplies, dairy and ice cream products; water and boiler treatment products; HVAC (heating, ventilating, air conditioning); vehicle leases and rentals; plumbing and electrical products (excluding lamps).
4. Experience obtained at educational institution(s).

3/13/90
System Approval

3/13/90
Effective Date

*Revised – original approved 7/21/77 and revised 7/30/80 and 8/15/84 as “Purchasing Agent II”.