

■ **APPLICATION DEADLINE:**

All application materials must be received on-line at www.swccd.edu. Position open until filled. Applications received by the first screening deadline of 11:59 p.m. on Friday, November 6, 2009 are guaranteed to be reviewed by the selection committee. Any application received after the deadline is not guaranteed a review.

FAXED MATERIALS ARE NOT ACCEPTED.

■ **APPLICATION PROCEDURES:**

Submit the following application materials on-line:

- 1) Letter of application (cover letter)
- 2) On-line application
- 3) Resume
- 4) Two letters of recommendation dated within the past year
- 5) Supplemental questionnaire
- 6) Unofficial copies of college transcripts with date degree conferred

It is the sole responsibility of the applicant to ensure that all application materials are received by the deadline date. A separate, complete application packet is required for each position for which you are applying for.

All materials included in your application packet become District property, will not be returned, will not be copied, and will be considered for this opening only.

INTERVIEW TRAVEL COSTS MUST BE BORNE BY THE APPLICANT.

As an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act, Southwestern Community College District will make reasonable accommodations for individuals with disabilities.

900 Otay Lakes Road
 Chula Vista, CA 91910-7299
 SOUTHWESTERN COLLEGE

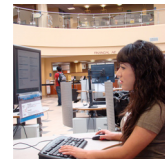


Southwestern Community College District invites applications for the position of

Director of Purchasing, Contracting, and Central Services

Southwestern College
 900 Otay Lakes Road
 Chula Vista, CA 91910

www.swccd.edu



■ POSITION

Director of Purchasing, Contracting, and Central Services

Purchasing, Contracts & Central Services

12 MONTHS, CLASSIFIED ADMINISTRATOR POSITION

■ RESPONSIBILITIES

Under the administrative leadership and direction of the Vice President for Business & Financial Affairs, plan, organize, direct, and manage the activities and operations of the District's Purchasing, Contracting and Central Services Office, including purchasing, contracts administration, public works contracting, capital project equipment procurement, mail and District driver services, shipping and receiving, warehouse operations, central stores, fixed asset management, surplus disposal program, and Office Support Services functions and services.

■ REPRESENTATIVE DUTIES:

Plan, organize, direct, and manage the multi-campus purchasing activities and operations of the District in accordance with federal, state, and District policies and procedures to assure maximum cost effectiveness and value to the District; interpret and apply legal guidelines and rulings, federal and state laws, business law, Uniform Commercial Code, Public Contract Code, and California Education Code related to assigned operations and functions; confer with legal counsel on issues pertaining to procurement and contracting as required; analyze and interpret legislative mandates and guidelines to ensure District compliance; plan, organize, and administer all contracting activities of the District, including supervision of the development, solicitation, evaluations, and negotiations of bids

and proposals to assure maximum cost effectiveness and minimal legal liability of the District; administer contract review of all District contracts, memorandums of understanding, and independent contractor agreements; administer the procurement of capital equipment and furnishings for all new construction and remodeling projects; plan, organize, and administer the logistical requirements and material management functions of the District, including the management of capital equipment, shipping and receiving, warehouse operations, and surplus disposal operations; maintain fixed asset inventory of equipment purchases and disbursements; dispose of surplus property and salvage materials through private or public sales, auctions, contracts, or donations; conduct a variety of studies and investigations; prepare a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, documents, and other materials; represent the District in meetings with government agencies, corporations, local community groups, professional associations, and other organizations; provide active participation and support of cooperative purchasing/contracting efforts in conjunction with a variety of national, state, and local agencies; perform related duties and responsibilities as required.

■ EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree with major course work in business administration, public administration, purchasing, or a related field and five years of increasingly responsible purchasing, contracting, and material management experience, including three years of management and supervisory experience. Experience in preparation of formal sealed bids is required.

■ LICENSE OR CERTIFICATE:

Valid California driver's license and a safe driving record. Certified Purchasing Manager (C.P.M.) Credential desirable.

■ SALARY:

Range 31, Steps 1-9, \$6,621.00-\$9,416.00. An excellent benefits package which includes medical, vision, dental, retirement, vacation, generous sick leave package, and life insurance is available for the employee and eligible dependents. This position is a classified exempt position in accordance with the Fair Labor Standards Act and California Education Code Section 88020. The employee holding this position is not eligible for overtime compensation.

■ WORKING DAYS & HOURS:

Monday-Friday: 8:00 a.m.-5:00 p.m.
(Approximately)

■ STARTING DATE:

As soon as the successful candidate is identified and following the subsequent governing board approval.

