Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, August 17, 2011. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a written exercise and/or an oral presentation related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4746 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

For further information about the position contact:
Fred Williams
Vice Chancellor, Finance & Facilities
(714) 898-4746

NOC CCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffney. The total District budget for 2009-10 was $200 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION

DISTRICT DIRECTOR, PURCHASING
JOB #DEM988

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the Vice Chancellor, Finance and Facilities, this position is responsible for planning, directing and coordinating the District's centralized purchasing operations and activities.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties.

Plan, direct and coordinate centralized District purchasing functions and activities in accordance with District policies, procedures and objectives; assure compliance with applicable laws, regulations, and contractual requirements; supervise District warehouse operations; develop and implement plans and policies to facilitate and improve services and operations.

Prepare and review bid documents and purchase requests; conduct bid openings; evaluate and analyze bids; recommend award of contracts; prepare reports of bids and awards; maintain catalog and bidders lists.

Conduct investigations and analyses to determine optimum sources for purchase of equipment and supplies; prepare specifications and analyze quoted prices; supervise the preparation of purchase documents and related follow-up procedures; execute purchase orders and service contracts; supervise the inventory control and equipment tagging of fixed assets; direct and coordinate the sale of surplus and obsolete District property.

Explain and interpret policies and procedures relating to purchasing functions and activities; maintain current knowledge of applicable laws and regulations; provide technical information and assistance related to the preparation of specifications and evaluation of equipment, supplies and services.

Maintain communication with District and college personnel, vendors, sales representatives, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Develop, prepare and maintain a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.

Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of students and staff.

Perform related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the District Director, Purchasing may assist with the preparation of bid documents and compliance monitoring for construction projects.

REQUIRED QUALIFICATIONS
Any combination equivalent to a Bachelor's degree in business administration, public administration, or related field from a nationally accredited institution AND minimum of five years of increasing responsible purchasing services experience, The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Advanced degree in business administration, public administration or related field.

Administrative or supervisory experience in a community college or other higher education environment.

Experience working with computer software and other technologies utilized in the administration of purchasing services.

Familiarity with the Banner Finance System.

Knowledge of Public Contract Code.

Effective oral and written communication skills.

SALARY
The initial salary placement range is $86,281 - $109,172 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate or an earned doctorate from an accredited institution.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #DEM988 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu or email requests to hr@nocccd.edu or contact the Human Resources Office at (714) 906-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified Management Application.
2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.
3. Current resume describing educational background, professional experience, and other information pertinent to the position.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section on the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.