

**Blackfeet Community College**



**Position Description**

**Procurement Director**

<b>Closing Date</b>	<b>August 23, 2017 @ 3:00 PM</b>
<b>Salary</b>	<b>\$28,122.00 to \$35,583.00 Depending on experience</b>
Department	Finance Department
Personnel Definition	Administrative, Regular Full-Time
Term of Employment	26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Vice President, Finance Department</li> <li>• President</li> </ul>
Supervision Exercised	<ul style="list-style-type: none"> <li>• May supervise student interns or temporary employees as needed.</li> </ul>
General Statement of Duties	Maintains inventory of College assets and oversees the Motor Pool.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Works with VP's/PD's to solicit vendor quotes for purchases over \$5,000 as requested.</li> <li>• Oversee the Motor Pool at the College, keep maintenance logs on all vehicles, schedules vehicle uses and inspection of vehicles.</li> <li>• Conduct annual physical inventory of the College's fixed assets.</li> <li>• Assist with annual College financial audit as needed.</li> <li>• Ensure Procurement Procedures are adhered to, along with Motor Pool Procedures. Review procedures annually for updates needed.</li> <li>• Other duties necessary to the function of the College as needed.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor Degree in Business or related field preferred, AA/AAS Degree required, and two years related experience and/or training in general office work.</li> </ul>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>• Purchasing practices and policies, including laws and regulations governing public procurement.</li> <li>• Preparing routine reports and correspondence.</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>• MS Office software and/or other spreadsheet software.</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>• Understand and follow oral and written orders.</li> <li>• Establish and maintain effective working relationships with vendors, College staff and the general public.</li> </ul>
Complexity	Must be able to multi-task. Maintain detailed records for motor pool.

Personal Contacts	Works with the Finance Department and collaborate with faculty and staff to schedule vehicle use and travel as needed.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk is required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• Employee Contract</li> <li>• BCC Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable tribal, federal and special policies, laws, rules and regulations as they apply.</li> </ul>