

FLORIDA GATEWAY COLLEGE

Job Description

DIRECTOR OF PROCUREMENT AND CONTRACTS

DISTINGUISHING CHARACTERISTICS:

This is a professional position which acts under the direction of the Vice President of Business Services. An employee in a position allocated to this class is responsible for planning, organizing, and directing the daily operations of the purchasing department and supervising the functions of the receptionist functions of the front desk in the Administration building. This position is also responsible for assuring that College purchases are made in accordance with applicable laws, statutes, administrative rules, policies and procedures; developing, analyzing and evaluating complex contracts; prepares a variety of financial reports as required; trains, assigns and supervises the work of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Plan, organize, review and assure that College purchases are made in accordance with applicable laws, statutes, administrative rules, policies and procedures and direct the daily operations of the purchasing and receptionist functions.
- Review requisitions and determine proper sources of supply, monitor legal competitive solicitation regulations and adherence to all applicable laws. Review and approve purchase orders.
- Perform complex and technical purchases of services, materials, equipment and supplies; prepare legal solicitation documents and formulate specifications in compliance with established requirements.
- Review recommendations to assure the bid accepted is one that meets the specifications, terms and conditions of the request for quotation.
- Monitor all construction and public work contract solicitations and projects, attend job walks and bidder conferences. Provide and maintain information on regulations, policies and procedures related to construction contracts.
- Perform product research, testing, and evaluation and follow up on special projects and research as assigned by the Vice President of Business Services.
- Prepare contracts as required; evaluate complex contracts and recommend modifications as necessary; determine level of legal review of contracts and agreements; provide contract administrative functions as necessary.
- Review and evaluate purchasing methods, assignments, policies, and procedures to increase efficiency and effectiveness of College's purchasing operations; coordinate the enhancement of automated systems.
- Provide leadership in the development of desktop instructions, administrative procedures, training of campus purchasing, and implementation of continuous improvements.

- Investigate and develop new sources of supply; interview vendors regarding new or improved products, sources of supply, and specifications.
- Coordinate and communicate with all of the Colleges' departments regarding the purchasing function.
- Assure maintenance of current and adequate bidder lists and vendor files; assure timely and accurate production of reports and annual purchasing calendar.
- Maintain current knowledge of legal requirements, State regulations, and Board of Education directives; communicate to appropriate personnel and implement procedural changes as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of Governmental purchasing principles and practices; Knowledge of sources of supply, general business conditions and specific commodity trends related to educational procurement. Knowledge of purchasing terminology and practices. Knowledge of Policies and objectives of purchasing program and activities. Knowledge of Applicable sections of State of Florida laws and statutes, the administrative rules of the Department of Education and the policies and procedures of the Florida Gateway College Board of Trustees. Knowledge of contract construction and form. Knowledge of effective negotiation techniques and practices. Ability to plan, organize and direct day-to-day activities of the College's purchasing functions. Ability to interpret and apply laws, rules and regulations affecting College's purchasing operations. Ability to prepare and write complex formal competitive solicitations. Ability to prepare and develop complex contracts. Ability to train, supervise, and evaluate personnel. Ability to communicate effectively both orally and in writing. Ability to lead complex negotiations for the acquisition of goods and services. Ability to meet schedules and time lines. Skill in oral and written communication skills.

EDUCATION AND EXPERIENCE:

Bachelor's degree with strong educational background in Accounting/Business Management or related field required. Must have a minimum of five years experience in purchasing, fixed asset accounting and/or contract management in a higher education environment. Computer literate. NIGP (CPPB or CPPO) Certification desirable. Master's Degree desirable.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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Objective

Dynamic and dedicated manager with over 29 years of experience in Management, Procurement, Administrative Services, Warehouse Logistics, Inventory Control, Supervision/Leadership and Customer Service seeks position with progressive organization to assist in exceeding organizational goals and strategic planning in an Administrative field with opportunities for professional and personal growth.

Qualification Highlights

Management/Procurement/Administrative Services

- Highly innovate, strategic leader whose background in various industries and commodities promotes the flexibility to adapt and succeed in any organization providing solution-oriented strategies and bottom-line results.
- Comprehensive experience in all facets of procurement including operational management, strategic sourcing, negotiations, contracting, eProcurement, risk management, spend analysis, budget management, cost reduction, sustainability, accounts payable & receivable, camps wide travel, vendor administration and inventory management.
- Knowledgeable in Project Management to include across-the-board planning, contract management, space planning, construction, renovation and relocation of office space.
- Effective interpersonal problem-solver and manager with the ability to motivate team members or direct reports to reach service goals and maintain bottom line accountability.
- Proficient in developing and maintaining long-term relations with key suppliers for desired outcomes.

Mailroom, Printing Services, Warehouse Logistics & Inventory Control

- Supervise receiving/distribution operations and the conservation/recycling program
- Oversee proper processing of all inbound and outbound shipments
- Monitor processes and implement improvements to reduce costs
- Campuswide printing services and print management
- Ensure proper flow of material from receipt of goods

Supervision/Leadership

- Hire, train, motivate, supervise and evaluate staff
 - Developed and implemented short and long term department goals, objectives, strategic planning, programs and procedures updates
 - Detail oriented individual with strong work ethics, a commitment to the job, and the willingness to go the extra mile by giving 110%.
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Education, Certificates, and Training

Florida Association of Community Colleges – 1995 Career Employees Commission Innovator’s Award
Okaloosa Walton Community College – 1996 AA, General Education
Troy State University - 2002 BS, Management & 2004 MS, Management w/Leadership & Organizational Development
Universal Public Purchasing Certification Council – Certified Professional Public Buyer (CPPB) certification #7922 - 7/12
National Association of Education Procurement, Florida Region – 2010-2011 Member of the Year
American Purchasing Society, Inc. – Certified Purchasing Professional (CPP) certification #113445P – 3/12
American Purchasing Society, Inc. – Certified Purchasing Professional Manager (CPPM) certification #113445M -6/14
American Purchasing Society, Inc. – Certified Green Purchasing Procurement (CGPP) certification #113445G - 9/14

Experience

Director of Procurement & Contracts: Florida Gateway College (April 2013-Present)
Coordinator of Purchasing & Contracts: Florida Gateway College (August 2012-March 2013)
Associate Director of Procurement: Gulf Coast State College (June 2008-June 2012)
Coordinator of Purchasing: Gulf Coast Community College (May 2006-June 2008)
Coordinator of Purchasing: Okaloosa Walton College (October 1999-May 2006)
Educational Advising Specialist Admissions/Recruitment: Okaloosa Walton Community College (June 1999-October 1999)
Financial Aid Specialist: Okaloosa Walton Community College (April 1997-June 1999)
Purchasing Office Specialist I/Buyer: Okaloosa Walton Junior College (June 1994-March 1997)
Purchasing Secretary II: Okaloosa Walton Junior College (December 1985-May 1994)
Purchasing Clerk: Okaloosa Walton Junior College (August 1985 – November 1985)