

DIRECTOR PURCHASING/CAMPUS OPERATIONS

Full Time

POSITION DESCRIPTION: Under the direction of the VP of Finance & Operations, position is responsible for managing the College's procurement process and campus operations unit. Oversees the purchasing process related to the NJ county contracts law; ensures compliance and efficiency of purchasing activities in accordance with state bid laws and the negotiation of contracts; monitor vendor/contractor expenses; reviews and approves all payment vouchers and ensures timely payment of vendors. Supervises the Purchasing Technician and serves as the College's Custodian of Records. Position also oversees campus operations staff and outside contractors, including building cleaning services.

EDUCATION: Bachelor's degree required, Master's preferred.

EXPERIENCE/SKILLS: 5 years of experience in NJ public sector purchasing, including management experience, is required. Qualified Purchasing Agent (QPA) certification along with experience in a college setting is strongly preferred.

SALARY: Based on experience and qualifications.

APPLICATION PROCEDURES: Letter of interest and copy of transcripts with resume and e-mail to: hr@warren.edu, or mail to: Human Resources, Warren County Community College, 475 Rt. 57 West, Washington, NJ 07882

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources.

Effective September 1, 2011, some positions may require New Jersey residency. Employees hired into such positions have 365 days from date of hire to satisfy this requirement or to obtain an exemption from the State's Residency Exemption Committee.