

DIRECTOR OF PURCHASING AND AUXILIARY SERVICES

Under the direction of the Vice President of Administration, the Director of Purchasing and Auxiliary Services shall:

1. Take charge of all general purchasing for the College and purchases for resale in the Bookstore.
2. Assume responsibility for the operation of the Bookstore including necessary financial reports of Bookstore activities, inventory lists and controls for books and materials sold, and supervision and training of Bookstore personnel.
3. Maintain liaison between the Bookstore and other divisions of the College.
4. Assume administrative control over the operation of the Cafeteria and assist with purchasing of food and other cafeteria supplies.
5. Supervise the preparation of procedures manuals for all auxiliary services.
6. Assist with the development of initial lists of equipment which will be required to open new buildings.
7. Assist with the development of specifications and secure bids on equipment to be purchased.
8. Actively engage in negotiation of collective bargaining agreements and formulation of personnel policies.
9. Be responsible for the operation of the mail room.
10. Perform other duties as may be required, by the Vice President of Administration.