Saint Michael's College
Job Description

Job Title: Director of Purchasing and Auxiliary Services

Department: Auxiliary Services

Supervisor or Manager: Vice President of Finance

Date Created: 4/26/05  Last Revised: 4/26/05  FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Assigned departments are managed and operations are running smoothly for Bookstore, Printing and Mailing, Knight Card Services, Purchasing, Special Events and Shipping and Receiving at Saint Michael's College
- Contracted food/beverage services with Sodexho, MacGray and Coca-Cola are monitored
- Centralized copier and print operations for the College are directed efficiently as well as procurement, accounts payable, and purchasing card operations
- Responsibility for copier and print operations is handled appropriately, at approximately $250,000 annually as well as purchasing of goods and services representing over $6 million, while a total budget in excess of $7.1 million is successfully managed
- The Purchase Card system, with an annual value of $3.5 million, is implemented and managed

Essential Duties and Responsibilities:
- Oversees the operational management, including meeting budget projections and income/expense activities of the Bookstore, Printing and Mailing, Knight Card Services, Purchasing, Special Events and Shipping and Receiving
- Directs income that exceeds expenses to the General Fund, as required, to maintain projected budget expectations
- Reviews all vendor contracts prior to commitment, and maintains and monitors these contracts for the College
- Monitors existing contracts with Sodexho ($3.1 million), MacGray ($750,000 over contract life), Coca-Cola beverage contract worth $1.0 million over the contract period
- Creates a request for proposal for network copiers and printers with a contract value over $1.3 million
- Monitors and procures major construction contracts for the College which have exceeded $2.8 million for equipment and furnishings
- Establishes and monitors the student telephone contract as well as a variety of other service contracts including AT&T, TelCove etc.

Secondary Responsibilities:
- Participates in various standing and ad hoc campus-wide committees
- Provides procurement advice to other departments on campus as needed
- Serves as the liaison to vendors specific to the function of Auxiliary Services
- Represents the College as the key contact with the University of Vermont regarding contract and service sharing

Positions Supervised:
- Bookstore (3)
- Printing and Mailing (4)
- Knight Card Services (1)
- Purchasing (2)
- Special Events (3)
- Shipping and Receiving (2)
- Sodexho (contract service only)
Saint Michael's College  
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**Major Contacts:**  
- All Auxiliary Services departments  
- President of College  
- Vice Presidents  
- Directors and department Chairs  
- Vendors and contract service providers both in and out of state

**Demonstrates Excellence:**  
- Consistently represents the best interest of the College when dealing with vendors, executing contracts or negotiating contract terms.  
- Plans effectively when considering future contractual agreements between the College and vendors  
- Communicates with the highest level of professionalism when interacting with all contacts, including the public and vendors

**Education and Work Experience:**  
- Bachelor's degree or equivalent combination of education and experience  
- Advanced degree preferred

**Analytic Skills:**  
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills Required:**  
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**  
- None required

**Physical Demands:**  
- Work is often performed in a typical office environment requiring:  
- Sitting in a normal seated position for extended periods of time  
- Reaching by extending hand(s) or arm(s) in any direction  
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
- Communication skills using the spoken word  
- Vision sufficient to see within normal parameters  
- Hearing sufficient to hear within normal range  
- No or very limited physical effort  
- No or very limited exposure to physical risk
Saint Michael's College  
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While performing the duties of Director of Purchasing and Auxiliary Services, the employee is occasionally required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Available to work extended or weekend hours for special events, conferences or trainings

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.