Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Workshops, Diversity Sensitivity Training, etc.)

- Completed District application form.

- Résumé of educational background and experience.

- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.

- The names, phone numbers and e-mail address of three work references to include at least one supervisor.

All above materials are to be submitted to the following address:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Application Deadline

This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 4:30 PM on MARCH 16, 2012. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than 4:30 PM on MARCH 16, 2012. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Selection Procedure

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates’ qualifications.

For application/additional information:

Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

**PROFILE**

Cerritos College is a comprehensive single-campus district serving approximately 20,000 students annually. The college is located in southeastern Los Angeles County near many southern California attractions including Disneyland, beaches and world-renowned shopping and golfing. The Purchasing Department is responsible for District purchasing, warehousing, telecommunications center, and mail services. The prospective Director of Purchasing will have a knowledge of these areas and demonstrated experience in purchasing, warehousing, contracts and bid processes for California public agencies. The Director of Purchasing reports directly to the Vice President of Business Services. The Director is responsible for leading a team of 7 full-time staff members and 2 part-time staff members. The Director will be responsible for managing the Purchasing Office and the Warehouse located in the District’s new Facilities Building as well as managing the District’s Communication Center and coordinating communications and mail services throughout campus.

This position requires demonstrated competence in leading and managing bid processes, purchasing and warehousing procedures. The Director will coordinate with the Facilities Department on bids, contracts and construction projects to ensure that state and federal guidelines are met and that projects conform to contract specifications. The Director will manage a centralized purchasing system, be responsible for maintaining a current inventory of all District equipment, and lead the receiving and warehousing of District supplies and records.

The Director will coordinate with the Information Technology Department in providing state-of-the-art communications systems for the District. The Director will be responsible for managing the District's mail processes.

The Purchasing Director will have knowledge of and demonstrated competence in using standard office equipment and computer software, particularly word processing and financial spreadsheets programs like MS Word and Excel. The District’s operating system is PeopleSoft and the Purchasing Department uses PeopleSoft and Escape software; knowledge of these systems is a plus. Accuracy and attention to detail, the ability to manage multiple projects and the ability to meet deadlines are essential.

The Director of Purchasing will be an active member of the campus community, will participate on campus committees, and will represent the Department to vendors, contractors and the Board of Trustees, as necessary. The Director regularly works with, advises and supports various college stakeholders. The ability to present technical information in a clear and easily understood manner both orally and in writing is important in this position.

The successful candidate will have a thorough knowledge of GASB principles regarding purchasing and bid processes in education. Critical changes in funding for community colleges will require this leader to advocate for the District and to have meticulous oversight of District purchasing expenditures.

Candidates should be familiar with the job description which may be found on the District’s Human Resources webpage.

**DUTIES & RESPONSIBILITIES**

A description of the duties and responsibilities may be found on the Human Resources page of the College website at www.cerritos.edu/hr under Salary Schedules and Job Descriptions.

**MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE**

- A Bachelor’s degree in business administration, economics, or related field.
- Four years of experience in purchasing, contract administration, or a related field.
- Experience in the field may substitute for post-secondary education at the rate of three years of directly related experience for one year of education.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

**SALARY/FRINGE BENEFITS**

- Grade 29 on the Management Salary Schedule ($6,870.00 - $8,640.00 per month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)
- Participation in the Public Employees’ Retirement System and Social Security.
- 22 days annual vacation.

**CONDITIONS OF EMPLOYMENT**

- This position is a full-time 12-calendar month classified management position.
- Employment to be effective as soon as possible following completion of the selection process.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.