

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director
Purchasing
Regular Full-Time Position
Position Number 805000**

General Description

The Director of Purchasing is responsible for the overall operation of the Purchasing department and reports to the Assistant Vice President for Finance. The responsibilities include managing the purchasing needs of the University within the laws of Tennessee and the policies of the Tennessee Board of Regents. The department is responsible for the analysis of complex contracts. The department also manages the copier contract and the departmental credit card system.

Primary Duties and Responsibilities

- Manage the overall operation of the University's Purchasing Department and supervise one professional and two support personnel.
- Prepare or approve specifications for all purchases, vendor selection for bids and analysis of quotation for all major purchases.
- Review recommendations to assure the bid accepted is one that meets the specifications, terms and conditions of the request for quotation and that the best value as to quantity and quality are obtained for funds expended.
- Develop, document, implement and enforce new policies and procedures as directed and on own initiative to provide an efficient and effective purchasing operation.
- Develop and implement cost saving measures, identifying waste and recommending improvement.
- Facilitate the disposal of materials and equipment declared obsolete or surplus by departments and assist them with trade-ins.
- Manage the campus-wide copier contract.
- Provide oversight for the campus-wide purchasing card agreement.
- Provide input and analysis on complex contracts.
- Serve as systems coordinator for the SCT Purchasing System and coordinate encumbrance issues with Accounting Services.
- Serve as a member of the Tennessee Board of Regents Council of Buyers.
- Responsible for initiating, coordinating and managing property requisitions for the University.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently manage the overall operation of the Purchasing Department.
- Ability to accurately prepare or approve specifications for purchases, vendor selection for bids and analysis of quotations.
- Ability to effectively evaluate bids submitted by vendors.
- Ability to interpret and enforce TN laws, TBR and University policies.
- Ability to develop and implement policies and procedures.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

Essential Functions continued

- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to promote a positive, efficient working environment.
- Ability to accurately advise the University faculty and staff on all phases of the purchasing process.
- Ability to understand and coordinate the user functions of complex computer applications.
- Basic knowledge of the accounting principles related to depreciation and encumbrances.

Required Minimum Qualifications

- Bachelor's degree with strong educational background in Accounting/Business Management or related field.
- A minimum of two years experience in purchasing, fixed asset accounting and/or contract management.
- Strong purchasing experience and demonstrated ability to handle or direct the purchasing of complex technology in a timely manner.
- Direct experience in developing RFP's or service contracts that facilitate campus operations.
- Knowledge of the fixed asset accounting and depreciation techniques currently required for reporting at public higher education institutions.
- Computer literacy.

Additional Preferred Qualifications

- Supervisory experience.
- Knowledge of Tennessee purchasing laws and TBR policies and procedures.

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