



**BALTIMORE CITY
COMMUNITY COLLEGE**
CHANGING LIVES...BUILDING COMMUNITIES

About Baltimore City Community College

Founded in 1947, Baltimore City Community College (BCCC) is a comprehensive, urban institution accredited by the Middle States Commission on Higher Education. The College's campus is located in West Baltimore; the institution also has several satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities to the citizens of Baltimore City and throughout the state of Maryland. BCCC serves nearly 14,000* students annually, providing credits that transfer to four-year colleges and universities as well as workforce training leading directly to job placement. The College is proud of the fact that nearly 90** nations are represented within the student body.

* Based on annual unduplicated credit and non-credit headcount for FY 2018.

**Based on fall 2018 credit enrollment.

Requisition Number: 2019-063

Posting Start Date: 10/31/2019

City: Baltimore

State: MD

Minimum Education: Bachelors

Additional Documentation: N/A

Compensation: commensurate with experience

Director of Procurement

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Description/Job Summary

The Director provides daily management and supervision of the Procurement operations, ensuring appropriate and consistent Statewide interpretation of and compliance with State procurement laws, regulations, policies and procedures. The Director executes this duty through the establishment of policy and procedures and the consistent, appropriate application of these policies and procedures through the Procurement operations as well as the campus community. The Director allocates financial and personnel resources in a manner to achieve both day-to-day operating goals as well as the department's strategic goals. The Director prepares budgetary plans and recommendations to obtain the needed resources to achieve the department's mission and ensures that budgetary controls exist to monitor, verify, and reconcile financial activities. As a part of the management function, the Director develops the vision and strategic planning leadership for these areas, including the establishment and implementation of goals and objectives to achieve these strategic plans.

Required Qualifications

- Bachelors degree in Business, Public Administration, Finance or a related field
- Eight (8) or more years of experience in public procurement administration, including five (5) years of contract management and negotiation
- Three (3) years of supervisory experience

Preferred Qualifications

- Master's Degree in Business, Public Administration, Finance, or related field;
- Experience in Higher Education
- Experience with State procurement policy and procedures
- Experience with and the ability to understand and interpret COMAR regulations

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BCCC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, alienage or citizenship status, age, sex, sexual orientation, gender identity or expression, marital or domestic/civil partnership status, disability, protected veteran status, genetic information, or any other basis protected by law.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Applicants needing accommodation for any part of the application and/or hiring process should request the accommodation from The Office of Human Resources office by contacting us at HRComplianceCoordina@bcc.edu.

For more information, view the [EEO is the Law Poster](#) and [Pay Transparency Statement](#).