Director of Contracts & Procurement

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time Director of Contracts & Procurement. Reporting to the Chief Financial Officer, the Director of Contracts & Procurement is responsible for the administration of all contracts and procurement services in adherence of all county college (title 18A) statute requirement and best practices. He/she is responsible for all planning, organizing and supervising the comprehensive procurement functions for the College; overseeing daily activities including major purchases associated with capital projects; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

Bachelor’s degree in Business, Finance, Engineering or other related procurement field is desirable. Strong technical writing skills and or JD experience with 10 plus years of experience in managing a procurement department. Certified Purchasing Manager preferred. Excellent written and verbal communications skills. Strong leadership qualities, with the ability to develop and maintain a positive team spirits. Excellent organizational and administrative skills, with proficiency in juggling many tasks simultaneously. Candidate should be able to demonstrate understanding of and commitment to the role of comprehensive community college in an urban multi-cultural setting. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

To Apply: Send letter of application, resumé, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit: www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER