



Title: Purchasing and Compliance Director
Reports to: Vice President for Finance and Administrative Operations
Terms: Full Time, 12 Months
Salary: \$52,000 - \$62,000, based on Credentials and Experience

Position Summary

The Purchasing and Compliance Director provides leadership, oversight, and strategic direction for the College's procurement and compliance functions to ensure effective, ethical, and compliant acquisition of goods and services. This position is responsible for developing, implementing, evaluating, and continuously improving purchasing processes, contract management practices, and regulatory compliance systems that support institutional effectiveness and fiscal stewardship.

The Purchasing and Compliance Director works closely with the Vice President for Finance and Administration and collaborates across the College to ensure procurement activities align with institutional priorities, applicable laws and regulations, and best practices in public sector and higher education operations.

Essential Functions

Procurement and Purchasing Operations

- Provides leadership and oversight for all purchasing and procurement activities of the College.
- Oversees and manages procurement card assignments.
- Ensures procurement processes are fair, transparent, competitive, and compliant with applicable federal, state, and local regulations.
- Develops, implements, assesses, and continuously improves purchasing policies, procedures, and internal controls.
- Oversees solicitation processes including bids, requests for proposals and requests for qualifications.
- Reviews and makes approval recommendations on purchase requisitions, contracts, and agreements to ensure compliance and appropriate use of institutional funds.
- Manages vendor relationships and supports effective sourcing strategies.
- Ensures proper documentation and recordkeeping for all procurement activities.



Contract Management and Compliance

- Oversees the review, negotiation, and administration of contracts to ensure compliance with legal, regulatory, and institutional requirements.
- Ensures compliance with applicable procurement laws, grant requirements, and institutional policies.
- Monitors adherence to contract terms and conditions and addresses issues of non-compliance.
- Coordinates with legal counsel and other departments on contract review and risk management.
- Maintains current knowledge of procurement regulations, compliance requirements, and best practices.

Regulatory Compliance and Risk Management

- Leads institutional efforts to ensure compliance with procurement-related regulations, including state purchasing rules and federal grant requirements.
- Develops and implements compliance monitoring and reporting processes.
- Identifies and mitigates risks associated with procurement and contracting activities.
- Coordinates internal and external audits related to purchasing and compliance and ensures appropriate corrective actions.
- Oversees and manages campus driving approvals to ensure appropriate authorization and alignment with institutional policies and risk management standards.
- Develops reports to support compliance oversight and institutional decision-making.

Process Improvements and Leadership

- Oversees purchasing and contract management systems to ensure data integrity, accuracy, and security.
- Identifies opportunities to improve efficiency and effectiveness through process improvement and technology solutions.
- Develops operational procedures and service standards that support responsive and effective procurement services.



- Promotes integration between procurement, finance, and other administrative systems.
- Collaborates with others across the College to support effective procurement planning and execution.
- Provides training and guidance to faculty and staff on purchasing policies, procedures, and compliance requirements.
- Supports institutional planning, accreditation, and reporting efforts as needed.

Additional Responsibilities

- Serves on committees as assigned.
- Maintains professional development in procurement, contract management, and regulatory compliance.
- Adheres to institutional policies.
- Performs other duties as assigned.

Qualifications

- Associate degree in business administration, finance, public administration, or a related field, or an equivalent combination of education and professional experience.
- Experience in purchasing, procurement, contract management, compliance, or related administrative functions.
- Strong organizational, planning, and project management skills.
- Demonstrated ability to manage confidential information and exercise sound professional judgment.
- Strong written, verbal, and interpersonal communication skills.

To apply, please submit via email only:

- A current resume/CV
- A WTC Application (Please do not say “see resume”) [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.



Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to hr@wtc.edu