



JOB DESCRIPTION

TITLE: Director of Purchasing and Property Management

SUPERVISOR: Vice President of Finance & Administrative Services

JOB OBJECTIVES: To maintain and update records on all Nashville State Tech capital equipment as well as the Tennessee Technology Centers (Dickson, Nashville); supervise Nashville State Tech receiving and mail operations.

ESSENTIAL JOB FUNCTIONS:

- A. Maintains the capital equipment ledger for Nashville State Tech and the Technology Centers at Nashville and Dickson.
- B. Maintains and updates files for all changes related to capital equipment, such as new purchases, donations, transfers, surplus, theft, etc.
- C. Plans and supervises the annual equipment inventory.
- D. Prepares the capital inventory portion of the annual financial statements for Nashville State and the Technology Centers
- E. Supervises Nashville State Tech receiving and outgoing/incoming mail operations.
- F. Checks and distributes or mails all operating checks.
- G. Supervises purchasing and central stores.
- H. Performs other duties as required.

MINIMUM JOB STANDARDS:

- A. Bachelor's degree or Associate's degree in a business-related discipline with three year's property or inventory accounting work experience required.
- B. Valid Tennessee driver's license required.

JOB LOCATION: The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Use of standard office equipment, including a microcomputer, is required. Ability to operate mailing equipment and automobile is also required.

CRITICAL SKILLS/EXPERTISE:

- Knowledge of capital equipment inventory
- Knowledge of accounting procedures

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment such as typewriter and copy machines.

SALARY:

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer