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