



Department of ADMINISTRATIVE SERVICES Job Postings



Housatonic Community College

ACQUISITIONS MANAGER

UNCLASSIFIED - Community College Professional 17
12-Month, Tenure-Track Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Housatonic Community College, Bridgeport, CT
- Starting Salary:** \$58,035 .00 approximate annual salary, with full benefits package.
- Closing Date:** **Priority will be given to applications received by February 19, 2016** and position will remain open until filled.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Anticipated Start Date:** February 2016
- Minimum Qualifications:** Bachelor's degree in Business, Accounting, Finance or a related area and one or more years of professional experience in a comprehensive fiscal operation.

The successful candidate must display the following:

- Experience in fixed asset management;
- Experience with business operations including purchasing and contract administration;
- Experience with contract and agreement writing in a complex environment;
- Strong information technology skills;
- Knowledge of financial systems, such as Banner; and
- Excellent interpersonal, communication and supervisory skills.

Preferred Qualifications: Master's Degree, experience working with state agencies and other external organizations in contract and grant compliance.

General Responsibilities: The Acquisitions Manager works under the direction of the Director of Finance and Administrative Services. S/he will be accountable for the management of the following functional areas: strategic planning; management of physical resources; management of administrative services, including purchasing; supervision of assigned staff; and performing other related duties as assigned consistent with the general scope of the position. The Acquisitions Manager also maintains contact with state and external agencies and develops and recommends College fiscal policy and procedures with input from appropriate College personnel. S/he will be required to serve on assigned committees and/or task forces and attend and participate at convocation and commencement ceremonies, department and special meetings, and state-mandated trainings. Work schedule may include evenings and weekends.

Application Instructions: Submit a **letter of interest, current resume, and completed (typed) [ConnSCU Board of Regents Employment Application](#)*** to:

**INCOMPLETE
APPLICATION
MATERIALS WILL NOT
BE ACCEPTED.**

Human Resources Department
Acquisition Manager Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@hcc.comnet.edu (8 PAGES OR LESS)

*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.