



TITLE: Coordinator, Purchasing

CLASSIFICATION: Classified

SALARY GRADE: P

JOB DESCRIPTION:

Under minimal direction, coordinates the activities of the District's purchasing department; ensures compliance with statutes and policies applicable to procurement activities; performs technical duties related to the purchasing of services, supplies, and equipment in accordance with established policies and regulations.

SCOPE:

The Coordinator, Purchasing performs a broad range of duties including: coordinates the activities of the District's purchasing department; configures business rules within the purchasing software system; oversees the bid process; researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, requests for proposals and bid documents, and analyzes bid results; authorizes and approves purchase orders; review contracts for completeness, risk management, and accuracy.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Purchasing is distinguished from the Buyer, Senior by the additional coordination duties and level of technical skills required; the Coordinator, Purchasing is the lead worker in the Purchasing Office.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the activities of the District's purchasing department.
2. Conducts and oversees the bid process; reviews bid documents and releases bids; negotiates with vendors for contract awards; reviews contracts related to District procurement.
3. Serves as administrator for electronic bid software program, the District procurement card program, other purchasing accounts, and the purchasing module of the financial system.
4. Oversees and/or facilitates the bid/quote process for the District for public work projects, services, supplies and equipment; consults with users and external consultants to develop technical specifications; performs bid analysis and makes recommendations regarding purchases; prepares and administers contracts, prepares bid documents and oversees the mailing and distribution process; provides guidance on District procurement policy, regulations & laws.
5. Prepares and processes purchasing forms such as purchase orders, honoraria and professional services agreements; obtains proper documentation to assign and track vendor numbers.
6. Determines and develops appropriate sources of supplies and maintains contact with vendors to stay current with trends, technologies, products and services.
7. Provide technical expertise, information and assistance regarding assigned functions.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Oversees the maintenance of filing systems for all District contracts in accordance with District policies, Public Contract Code, and state regulations; interprets contracts for appropriate language and formats; prepares monthly reports for the Board of Trustees.
9. Reviews insurance certificates for procurement of services.
10. May be responsible for and specialize in a specific commodity; researches and responds to educational and operational requirements of the District.
11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
12. Assists in the development of the Purchasing budget; analyzes and reviews budgetary and financial data, as needed; authorizes expenditures in accordance with established limitations and priorities.
13. Serves as lead worker to other Classified staff in the area, including training of classified employees; supervises and trains student and short-term, non-continuing employees.

ABILITY TO:

Ensure compliance with statutes and policies applicable to procurement activities; learn and interpret rules, regulations, and instructions; communicate effectively both orally and in writing; interact with the public in a helpful, courteous and friendly manner; meet schedules and time lines; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Principles and practices of modern purchasing methods, procedures, specifications preparation and contract administration; local, state and federal laws, rules and regulations related to procurement services including but not limited to Uniform Commercial Code, Public Contract Code, and Federal Acquisitions Regulations; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; sources of supply, commodity markets, marketing practices and commodity pricing methods; budgets and revenue control; modern office methods and equipment; standard computer and purchasing software programs.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree including coursework in business or related area.

EXPERIENCE:

Increasingly responsible experience in purchasing a variety of general and specialized items contract administration, purchasing system administration and basic accounting, preferably for a public entity. Some experience training and/or leading the work of others.