



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, TECHNOLOGY PROCUREMENT	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE: New Classification Board Approved 9-8-15		

JOB DESCRIPTION:

Under limited direction, perform complex technical duties related to the acquisition and tracking of all technology services, equipment and software at the system level in accordance with established policies and regulations; tracks budget and ensures compliance with purchasing procedures works closely with management to determine technology procurement needs and communication strategies; may serve as a lead worker to other classified staff within the department.

SCOPE:

The Coordinator, Technology Procurement, researches, evaluates and requisitions services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, assists with the bidding process, helps analyze bid results and makes recommendations; verifies available funds and appropriateness of budget codes in accordance with District policy.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Technology Procurement is distinguished from the Purchasing Specialist by increased technology, contract and related vendor source knowledge. Employees in this classification initiate and oversee the bid/quote specifications for technology related services, supplies and equipment.

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 purchasing of technology related goods and fixed assets, including preparation and evaluation of quotes and bids, preparation of requisitions, and receipt of goods and materials; obtains proper business documentation to validate and track vendor numbers; verifies appropriateness of budget codes and availability of funds.
2. Consults with users and external entities to develop specifications; makes recommendations regarding technology purchases and vendors.
3. Determines appropriate supply sources, maintains cooperative working relationships with vendors.
4. Coordinates purchasing details with vendor and the Purchasing Department, including pricing revisions, order cancellation and invoice discrepancies.
5. Reconciles credit card receipts against approved purchases and billing statements.
6. Maintains reconciliation of all items ordered that have been received; contacts vendor if items have not been received; obtains invoices; cancels purchase orders that will not be received by end of Fiscal Year.
7. Maintains accurate reports for licensing, age, cost, replacement cycle and locations of all campus related assets.
8. Tracks expenditures and prepares journal entries and budget revisions; completes budget cost analysis, expense projections and reports.
9. Calculates annual software renewal costs; compares past annual purchases for technology services, software and equipment.
10. Hires, supervises and trains student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Learn and interpret Purchasing policies and procedures, rules, regulations, and instructions; apply copyright and ADA laws and regulations; perform detailed work related to requisitioning services, equipment and supplies; write specifications, prepare bid documents, conduct informal quotes and analyze results; collaborate with Buyers in the competitive bid process by reviewing specifications and evaluating vendor proposals; maintain currency with emerging technologies, market conditions and current prices; demonstrate problem-solving skills and perform complex administrative work in the support of the District's purchasing and inventory control functions with judgment, accuracy, confidentiality and promptness; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern business and purchasing methods, procedures, codes and laws; specifications preparation; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; standard office productivity software.

MINIMUM 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 in Business Administration or a related area.

Preferred:

- Bachelor's degree in Business Administration or a related area.
- Universal Public Procurement Certification Council (UPPCC) or American Purchasing Society procurement certifications or equivalents.

Experience:

Increasingly responsible experience in purchasing a variety of general and specialized technology items.

SPECIAL REQUIREMENTS:

May perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking; may require extended sitting.