

TITLE: Coordinator, Purchasing

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, coordinates the activities of the District's purchasing department and 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. Develops and maintains relationships with external vendors. Maintains the integrity, equity, and efficiency of the public procurement process. Serves as lead to other classified employees.

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 purchasing solicitation process including bids, requests for proposals, and requests for qualifications; reviews solicitation documents and releases bids; negotiates with vendors for contract awards; and 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. Consults with users and external consultants to develop technical specifications, performs bid or proposal analysis and makes recommendations regarding purchases, prepares and administers contracts, prepares solicitation documents, and oversees the mailing and distribution process.
5. Provides guidance on District procurement policy, regulations, and laws, including accessibility requirements.
6. Prepares and processes purchasing forms such as purchase orders, and professional services agreements. Obtains proper documentation to assign and track vendor numbers.
7. Determines and develops appropriate sources of supplies and maintains contact with vendors to stay current with technologies, products, and services. Provides technical expertise, information, and assistance for assigned functions.
8. Oversees the maintenance of filing systems for all District contracts in accordance with District policies, public contract code, and state regulations.
9. Interprets contracts for appropriate language formats, and prepares monthly reports for the Board of Trustees. Reviews insurance certificates for procurement of services, such as general/professional liability, hazardous materials, and workers' compensation.
10. Communicates with faculty, staff, students, and external organizations to coordinate activities and programs, resolve issues, and exchange information.
11. Assists in the development of the department budget, analyzes and reviews budgetary and financial data, and authorizes expenditures in accordance with established limitations and priorities.
12. May be responsible for and specialize in a specific commodity.
13. Serves as lead worker to other staff in the area, including training of classified and short-term, non-continuing (STNC) employees.
14. Supervises and trains student employees.

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KNOWLEDGE OF:

1. Principles and practices of current purchasing methods, procedures, specifications preparation, and contract administration.
2. Methods and techniques utilized in analyzing the quality of services, supplies, and equipment.
3. Sources of purchasing information.
4. Commodity pricing methods.
5. Budgets and revenue control.
6. Basic web accessibility tools and document remediation.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including Uniform Commercial Code, Education Code, Government Code, Public Contract Code, Civil Code.
8. Applicable technology usage, including standard office productivity software and other appropriate technology, including purchasing software.

ABILITY TO:

1. Ensure compliance with statutes and policies applicable to procurement activities.
2. Understand and apply business rules of operation for purchasing software and train other users.
3. Interpret rules, regulations, and instructions.
4. Analyze and understand legal contracts and forms.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in related field of study required.

EXPERIENCE:

3+ years of related experience in purchasing, purchasing system administration, and basic accounting.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).