

**TITLE: Coordinator, Technology Procurement**

**CLASSIFICATION: Classified**

**SALARY GRADE: C10**

**SCOPE OF POSITION:**

Under general direction, 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, assists with analyzing bid results, and makes recommendations. Verifies available funds and appropriateness of budget codes in accordance with District policy.

**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, fixed assets and services. Prepares and evaluates quotes and bids, prepares requisitions, and documents receipt of goods and materials.
2. Obtains proper business documentation to validate and track vendor numbers and verifies appropriateness of budget codes and availability of funds.
3. Consults with users and external entities to develop specifications. Makes recommendations regarding technology purchases and vendors.
4. Determines appropriate supply sources and maintains cooperative working relationships with vendors.
5. Coordinates purchasing details with vendor and the Purchasing Department, including pricing revisions, order cancellations, and invoice discrepancies.
6. Reconciles credit card receipts against approved purchases and billing statements.
7. Maintains reconciliation of all items ordered that have been received. Contacts vendor if items have not been received, obtains invoices, and cancels purchase orders that will not be received by end of fiscal year.
8. Maintains reports for licensing, age, cost, replacement cycle, and locations of all campus related assets.
9. Tracks expenditures and prepares journal entries and budget revisions. Completes budget cost analysis, expense projections, and reports.
10. Calculates annual software renewal costs. Compares past annual purchases for technology services, software, and equipment.
11. May hire, supervise, and train student employees.
12. May lead the work of short-term, non-continuing (STNC) employees.

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### **KNOWLEDGE OF:**

1. Current business and purchasing methods, procedures, codes, and laws, including specification preparation.
2. Methods and techniques utilized in analyzing the quality of services, supplies, and equipment.
3. Sources of purchasing information.
4. Budgets and revenue control.
5. 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.
6. Applicable technology usage, including standard office productivity software and other appropriate technology, including purchasing software.

### **ABILITY TO:**

1. Perform detailed work related to requisitioning services, equipment, and supplies.
2. Problem-solve and perform complex administrative work.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. 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:**

Associate degree in a closely related field of study required.

### **EXPERIENCE:**

2+ years of related experience in purchasing a variety of general and specialized technology items.

### **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](#).*