

TITLE: Purchasing Specialist

CLASSIFICATION: Classified

SALARY GRADE: C08

SCOPE OF POSITION:

Under general supervision, researches, evaluates and requisitions services, equipment and supplies based on price, service, quality and warranty to meet the needs of the District, department or program to which assigned; prepares specifications and bid forms; assists with bidding process; and coordinate bidding process with special projects; verifies available funds and appropriateness of budget codes; performs administrative duties in office management, fiscal management, and customer relations.

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. Consults with users and external entities to develop specifications; makes recommendations regarding purchases and vendors.
2. Prepares and processes requisition forms; verifies budget codes and availability of funds.
3. Contacts and receives informal quotes from appropriate vendors; compares costs and evaluates the quality and suitability of equipment, materials and supplies.
4. Verifies purchasing details with vendor and the Purchasing Department, including pricing revisions, order cancellation and invoice discrepancies.
5. May prepare requests for removal and disposal of surplus items; may review and process travel requests and mileage claims.
6. Resolves issues arising from purchase of services, equipment and supplies.
7. May monitor more than one budget and participate in budget development and provide budget assistance to faculty and staff.
8. May interpret software license or service contracts.
9. Assists in the maintenance of the District's Fixed Assets system.
10. May create original draft correspondence; composes and prepares reports, memos forms, agendas, directories, tables and meeting minutes.
11. May assist with coordinating activities for meetings, conferences, committees and special projects, including risk management related employee trainings; attends meetings, takes notes and prepares minutes.
12. Maintains department's contract and financial records; may assist with coordinating the District's archive records retention and destruction program.
13. May maintain a department web page.
14. Hires, supervises and trains student and short-term, non-continuing (STNC) employees.

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KNOWLEDGE OF:

1. Current purchasing methods, procedures, and specifications 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. May require basic web accessibility tools and document remediation.
6. 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.
7. Applicable technology usage, including standard office productivity software and other appropriate technology, including purchasing software.

ABILITY TO:

1. Learn and interpret applicable rules, regulations, and instructions.
2. Maintain currency with new technology products, market conditions and current prices.
3. Perform administrative work in the support of the District's purchasing and inventory control functions; maintain and prepare records, files and reports.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. 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:

Graduation from High School

EXPERIENCE:

2+ years of experience in performing administrative support duties related to purchasing, shipping and receiving, and basic accounting required.

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](#).