

Position: Purchasing Specialist	Position Number:
Department:	FSLA: Non-Exempt
Reports to:	Salary Grade: 120

### **Summary**

Coordinates the purchasing, warehousing, and fixed asset management (acquisition/construction, inventory control, and disposal). Serves as the Senior-most buyer for the College, facilitates open-to-buy contracts, and coordinates assigned activities with other departments, outside vendors and agencies and the general public.

### **Essential Duties and Responsibilities**

- Coordinates the operational activities for the Purchasing section including College procurement operations. Implements goals, policies and procedures established for Purchasing.
- Coordinates operations of a centralized warehouse to assure adequate levels of materials and supplies used in the regular course of business.
- Establishes inventory control and a materials distribution plan that optimizes service to remote sites.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Coordinates Purchasing services with those of other departments and outside vendors and service providers. Prepares and presents staff reports and other necessary correspondence.
- Establishes a directory of vendors. Pre-qualifies vendors based on price, service, quality, etc.
- Facilitates and prepares specifications, bid documents and requests for proposals. Works with department management on specific requirements. Coordinates chronological activities connected with bid processes, including references. Ensures compliance with applicable laws, rules and regulations.
- Contacts vendors to secure bid prices and to coordinate assigned programs and activities.
- Prepares and issues contracts and purchase orders for the procurement of equipment, materials, supplies and services.
- In conjunction with the Maintenance and Operations department, coordinates receiving, warehousing, documentation, and distribution of purchased items. Periodically reviews trends in material and supply usage. Adjusts re-order points and cycles to comply with needs.

- Plans, organizes, and coordinates the physical inventory of the College's fixed assets. Maintains the fixed asset inventory, including data entry, valuations, and reporting.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires specialized professional knowledge of purchasing and procurement programs. Requires a working understanding of warehousing and inventory control. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires a thorough understanding of College organization, operations, policies and objectives governing purchasing. Must have a working knowledge of the techniques and details of budget preparation, report preparation, and preparation of general correspondence. Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios. Requires well-developed communications skills to carry on price negotiations and convey technical concepts. Requires professional writing skills.

### ▪ **Abilities**

Requires the ability to organize and maintain programs for the successful operation of the department. Must be able to guide the work activities of shared staff in a manner conducive to efficient customer service. Must be able to establish harmonious and effective work relationships with departments and outside vendors. Must be able to perform mathematical computations. Must be able to write contract language.

### ▪ **Physical Abilities**

Requires ordinary ambulatory skills, visual acuity to read letters and numbers, auditory ability to carry on conversations in person and over the phone. Sufficient hand-eye coordination to use a personal computer keyboard. Requires auditory ability to carry on conversations over the phone and in small group settings.

### ▪ **Education and Experience**

Requires an Associates degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field required. Minimum of 6 years of increasingly responsible purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency. Alternatively, requires a Bachelors Degree with at least 3 years in a purchasing or material management capacity.

### ▪ **Licenses and Certificates**

Valid drivers license.