



## Job Description

**JOB TITLE:** PURCHASING COORDINATOR

**PAY GRADE:** CL 21

**LAST REVISED:** JUNE 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under direction of the General Services Manager, coordinates District-wide procurement operations and ensures timely distribution of supplies, equipment and services to faculty and staff; maintains records and prepares reports related to the procurement function; performs a variety of administrative support functions relative to assigned area of responsibility; and confers with higher level management staff on issues regarding District-wide procurement.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates work flow for District procurement and distribution functions; develops and revises procedures as necessary to comply with applicable legal requirements.
2. Leads, trains and reviews the work of assigned staff; responds to questions and inquiries from staff and provides assistance with more complex procurement transactions.
3. Assists in the preparation and review of bid packages for Board of Trustee approval and distribution to vendors; ensures confidentiality of information.
4. Receives and reviews requisitions; discusses requested supplies with appropriate staff; ensures compliance with established District specifications for computer technology, ergonomics and other standards; re-writes requisitions to include necessary information.
5. Ensures verification of budget availability for requisitions; communicates with appropriate division and accounting staff to make corrections as needed; understands and applies District chart of accounts.
6. Generates and executes purchase order change orders, and validates accounts and other transactions in financial system; edits purchase order proof lists for final production of purchase orders.
7. Obtains price quotes and ensures vendor compliance with quote requirements; contacts vendors to negotiate prices, quantity, quality, and delivery options; procures urgent materials through the most effective means.
8. Maintains professional relationships with vendors; creates and maintains vendor files including contact information, delivery, cost and quality performance.
9. Applies and communicates information regarding laws, regulations, District policies and procedures, and provisions of the collective bargaining agreements as they relate to District purchasing functions.
10. Assists in the development of regulations, standard operating procedures, manuals and other informational material regarding District purchasing and warehousing procedures and practices.



## Job Description

11. Composes routine and specialized purchasing office correspondence; designs and revises purchasing office forms as necessary.
12. Assists with the District's fixed asset program; determines appropriate equipment and items to be included; groups and labels equipment by commodity code and location; assigns asset numbers; monitors fixed assets for disposal.
13. Assists in monitoring centralized warehouse operations including receipt of goods and the return of unordered or unsatisfactory items.
14. Provides assistance in various special projects including information systems technology; analyzes needs and proposes innovations for District-wide procurement and distribution processes; provides training for District-wide staff.
15. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Advanced principles and practices of governmental procurement and record keeping as applied to education.

Policies, regulations, and laws governing purchasing requirements administered by various state agencies.

Application of public contract code and procurement regulations as applicable to California Community Colleges.

Standard and automated warehouse receiving procedures.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Sufficient business math skills to perform algebraic and statistical computations.

Automated financial and administrative systems including automated procurement systems.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Sufficient human relations skill to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Methods and techniques of public relations to maintain District vendor business relationships.

English usage, spelling, grammar, and punctuation.

Principles of lead supervision and training.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Coordinate District-wide procurement operations and ensure the timely distribution of supplies, equipment and services.

Obtain optimal prices for various commodities.

Lead, organize and review the work of staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Apply District and state laws, regulations, and policies governing purchasing/warehousing requirements.

Maintain professional relationships with vendors.

Prepare clear and concise reports.

Provide assistance for a variety of special projects.

Perform arithmetic calculations of average to above average difficulty.



## Job Description

Work cooperatively with other departments, District officials, and outside agencies.  
Plan and organize work to meet changing priorities and deadlines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in accounting, business administration, finance or a related field.

**Experience:**

Four years of increasingly responsible procurement experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*Johnson & Associates*  
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