

JOB TITLE: Purchasing Coordinator
PAY GRADE: CL 21
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, coordinates procurement operations and ensures distribution of supplies, equipment, and services; maintains records and prepares reports related to procurement; and performs a variety of administrative support functions relative to assigned area of responsibility.

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. Receives and reviews requisitions in the District's Banner Enterprise Resource Planning (ERP) system; discusses requested supplies, equipment, and services with appropriate staff; ensures verification of budget availability for requisitions; communicates with appropriate division and accounting staff to make corrections, as needed; ensures purchasing compliance with established District standards; updates requisitions to include necessary information; obtains new quotes from vendors to update District information or when initial quotes have expired; verifies the validity of piggyback or cooperative agreements used to purchase goods; reviews and approves standing purchase orders to determine appropriate usage and compliance with District policies and procedures; understands and applies District chart of accounts; validates accounts and other transactions in financial system; analyzes vendor spend to ensure compliance with bid threshold regulations.
2. Generates, manages, and executes purchase orders, including change orders and closure requests; reviews and edits purchase orders for accuracy; generates all annual District utility purchase orders; reviews and edits purchase order change requests; reviews and edits purchase order closure requests and ensures items have been received prior to closure; issues purchase order cancellation notifications; coordinates with District staff on next steps if items will not be received by deadlines; periodically reviews open purchase order list and communicates with vendors and District departments to help ensure timely delivery.
3. Leads, trains, and reviews the procurement work of staff; responds to questions and inquiries from faculty and staff; provides assistance with more complex procurement transactions.
4. Applies and communicates information regarding laws, regulations, District policies and procedures related to District purchasing functions.
5. Manages the District's bank card program, including adding and removing users, ordering and canceling physical cards, and updating account information such as limit increases or decreases; reviews monthly statements for purchasing and account code compliance, adds and removes account access and assigns statement access to account holders.
6. Manages vendor accounts, including adding and removing authorized users to the District's business procurement accounts; creates and maintains internal vendor files, including contact information,

taxpayer information, tax classifications for annual Internal Revenue Service (IRS) Form 1099 reporting, delivery, cost, and quality performance.

7. Coordinates workflow for District procurement and distribution functions; develops and revises procedures to comply with applicable legal requirements; analyzes needs and proposes innovations for District-wide procurement and distribution processes.
8. Assists in the preparation and review of bid packages for Board of Trustee approval and distribution to vendors; ensures confidentiality of information; responsible for managing the California Uniform Public Construction Act Informal Bid List; reviews and updates the Informal Bidding Contractor Pre-Qualification Form; drafts and submits the annual notice to specified trade journals; reviews and verifies received applications for license and insurance compliance; maintains an up-to-date database of verified applicants.
9. 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.
10. Assists in the development of regulations, policies, procedures, manuals, and other informational material regarding District purchasing and warehousing operations.
11. Composes routine and specialized purchasing-related 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. Maintains general purchasing filing system for requisitions, purchase orders, informal bid applications, and vendor performance, vendor catalogs, general correspondence, and related logs.
14. Analyzes current procurement activities and recommends improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis, or cooperative purchasing.
15. Participates in testing of the ERP system for periodic upgrades and patches, as needed.
16. Assists with monitoring centralized warehouse operations, including receipt of goods and return of unordered or unsatisfactory items.
17. Performs related duties that support the overall objective of the position.

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:

- Principles and practices of governmental procurement and record keeping as applied to education.
- Automated financial and administrative systems, including automated procurement systems.
- Standard and automated warehouse receiving procedures.
- Federal, state, and local laws, codes, policies, and regulations procurement and warehouse processes at a California Community College.
- Principles and practices of record keeping.
- Principles of business writing and basic report preparation.
- Business math skills, including algebraic and statistical computations.
- English usage, spelling, grammar, punctuation, and vocabulary, including proofreading and formatting techniques.

Ability to:

- Coordinate and execute District-wide procurement operations and ensure distribution of supplies, equipment, and services.
- Obtain optimal prices for various commodities.

- Lead, organize, and review the procurement work of staff.
- Prepare clear and concise reports.
- Perform arithmetic calculations of average to above average difficulty.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain accurate filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of student or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training:

- Two years of college with major 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.

Board Approved: July 15, 2025