

## PURCHASING CONTRACTS SPECIALIST

### DEFINITION

Under direction, performs technical procurement duties related to the purchasing of supplies, equipment, materials and services for the college; coordinates with vendors and suppliers to procure specialized commodity needs and maintain general warehouse inventories; may serve as a lead worker by assigning, directing, training and monitoring subordinate employees on a regular basis; and performs related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a specialized technical administrative class within the Yosemite Community College District (YCCD). Positions in this class perform advanced technical duties in support of one or more specialized District purchasing functions/commodity areas, while also performing general procurement duties related to the maintenance of standard warehouse inventories. Incumbents must utilize advanced technical knowledge of this specialized area to make decisions and complete assignments.

### SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

### ESSENTIAL DUTIES:

- Purchases goods, materials, supplies and equipment to maintain general warehouse inventories **and** for one or more specialized commodity areas within the District, using predetermined specifications.
- Reviews requisitions and purchasing requests; creates purchase orders based on online and other requisitions;
- Confers and counsels with District personnel, vendors and manufacturers relative to product price, quality and availability, as well as vendor service and delivery time lines; recommends and applies modifications to specifications if needed.
- Assist with preparing bid documents from draft specification materials supplied by District staff and other sources.
- Assists or performs bid openings; contacts vendors and invites quotations and bids.
- Organizes, tabulates and prepares bid information; coordinates bid acceptance and opening processes; provides input on vendor selection.
- Prepares maintenance agreements and contract purchase orders for serviceable equipment in the District; maintains cellular phone users, numbers and standing purchase orders.
- Maintains vendor, consultant and other procurement information in the computerized system; enters and maintains tax and other information as needed to support payroll and accounting

functions; assists with Federal and State tax reporting; contacts vendors and consultants for required tax information and forms.

- Coordinates, monitor and maintain warehouse inventory and stock activities using the computerized inventory system; establishes and monitors physical inventories; prepares inventory reports; performs stock charge backs, inventory adjustments, stock issues, price adjustments and inventory valuation activities as needed
- Coordinates and performs procurement activities necessary to maintain warehouse stock levels; works with District staff and vendors to meet ongoing needs; plans and organizes activities as needed for yearly ordering requirements.
- Assists with preparation of purchase order Board Report.
- Assists with training staff on purchasing procedures
- Provides technical administrative support to management related to operational budget development and administration; prepares workload and other data summaries; tracks and monitors expenditures.
- Serves as a technical resource to District regarding procurement policies and procedures.
- Performs other related duties as assigned.
- Logs and maintains certificate of insurance forms, student injury reports, and campus safety reports.
- Tracks contracts and uploads fully executed contracts in data storage program.
- Log and Maintain District PVA Records (Privately Owned Vehicles)

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Education and Experience:**

- Education: Possession of an associate's degree from an accredited college or university, with major coursework in business administration, finance or a closely related field.
- Experience: Three years of increasingly responsible experience involving procurement of supplies, equipment, materials and services, including at least one year of full-scope purchasing responsibility in an academic or public sector setting.

#### **Knowledge of:**

- Principles, practices, methods and techniques of procurement.
- Methods and practices used in competitive bidding.
- Basic mathematical principles.
- Basic principles and practices of accounting; automated financial and purchasing record and database systems.
- Organization and coordination techniques utilized in the purchasing, warehouse and distribution functions.
- Basic principles and practices of financial record keeping.
- Types and sources of materials, supplies, equipment and services commonly used in the district.

- Modern office procedures and equipment including procedures.
- Applicable laws, regulations, policies, and procedures governing the procurement process.

**Ability to:**

- Participate in a variety of complex purchasing activities for the College.
- Interpret and explain purchasing policies and procedures.
- Maintain accurate purchasing and accounting records.
- Select appropriate vendors and service providers to meet College needs.
- Utilize modern purchasing and accounting software.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Licenses and Certificates:**

- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 25 pounds; occasional lifting of items up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**TYPICAL WORKING CONDITIONS**

- Work is generally performed in both a warehouse and standard office environment. Exposure to hot, cold, damp, or humid conditions may occasionally be experienced.