



Classification Description

Job Title: Procurement Specialist I

Pay Grade: 107

Job Code: 3820

FLSA Status: Non-Exempt

Job Purpose

Performs professional work in support of the College's purchasing activities. The assignments require the application of technical skill, knowledge, and judgment in the use of basic principles, concepts, techniques and standards in one or more areas of purchasing operations.

General Responsibilities

Essential Functions

Assists the management for Procurement Services in the communication of the College's purchasing procedures to College departments. Ensures compliance with federal, state and local laws and regulations pertaining to purchasing practices.

Converts purchase requisitions into purchase orders in the Banner system. Processes required change orders and/or cancels purchase orders.

Assists in the audit of the outstanding purchase order report at least monthly.

Assists in researching competitive prices and services in order to meet College department needs, as required.

Assists in researching competitively awarded contracts for a variety of products and services to meet the needs of the College, as required.

Assists in the maintenance of the vendor table in Banner and ensures appropriate purchasing and related forms are received for the vendor record to include, but not be limited to, W-9 forms.

Maintains Vendor Application database and verify received applications against the Banner vendor table. Obtains additional documents as necessary to include, but not be limited to, insurance coverage or W9 information. Takes appropriate action in notifying departments of vendors who are approved to do business with the College.

Processes vendor Credit Applications and maintain database of approved Credit Applications. Contacts vendors and College staff relating to purchase orders or purchase requisitions. Resolves issues relating to purchasing to include, but not limited to, shipments, returns, damaged materials, etc.

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Maintains files and records involved in the purchasing process. Assists in preparing ad-hoc and routine purchasing reports and summaries. Assist in monitoring and resolving incomplete documents listed on a weekly incomplete document report.

Assists in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, report preparation.

Maintains good working relationships with vendors; obtains quotes and selects best vendor to meet institutional objectives based on knowledge and experience.

Verifies prices and shipping and ensures a smooth transition from requisition to purchase order.

Assists and provides procurement training to College staff as needed.

Works closely with accounts payable, budget and other support areas to resolve department discrepancies.

Conducts, at the direction of the Director, related scheduled evaluation and/or interview meetings as related to formal bid solicitations.

Attends vendor tradeshows; attends seminars and training, as required.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

One (1) year of full-time professional related work experience. Appropriate combination of education and experience may be substituted.

Knowledge of general office practices and processing of large-scale purchasing transactions.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

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- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: February 14, 2019. Revised: October 28, 2021. Revised: July 1, 2023.