



## **Dist Coord 3 PT / Purchasing**

### **Purpose Statement**

The job of Dist Coord 3 PT / Purchasing is done for the purpose/s of supervising all District purchasing-related issues; implementing purchasing activities in compliance with mandated requirements; overseeing daily purchasing activities; responding to a wide range of inquiries regarding purchasing processes and bid status; and achieving department objectives and goals within budget.

This job reports to Business Administrator

### **Essential Functions**

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Administers / oversees district procurement for the purpose of for the purpose of compliance with state law and regulations and district policy.
- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Informs the staff and vendors regarding compliance and procedural / requirements for the purpose of for the purpose of facilitating the purchasing process with district policies and established practices.
- Issues purchase orders, etc. for the purpose of completing purchasing processes in accordance with established procedures.
- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.
- Oversees purchasing office operations and assigned staff for the purpose of coordinating district activities, supporting department goals, monitoring progress, and ensuring completion of assignments within established guidelines.
- Oversees required processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support district operation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Supervizes, evaluates and disciplines assigned staff. for the purpose of meeting the department and district goals.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform single , technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions . Specific skill based competencies required to satisfactorily perform the functions of the job include : operating standard office equipment including utilizing pertinent software applications; verifying budget approval ; and developing effective working relationships .

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform basic math, including calculations using fractions , percents , and/or ratios; read technical information , compose a variety of documents , and/or facilitate group discussions ; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes , policies, regulations and/or laws ; federal and state purchasing regulations ; education code; and budget monitoring.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to schedule activities , meetings, and/or events; often gather, collate, and/or classify data ; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances ; work with data utilizing defined but different processes ; and operate equipment using standardized methods . Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes ; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups ; meeting deadlines and schedules; working as part of a team ; flexible to changing conditions ; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing

other persons within a small work unit; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

Purchasing and State procurement training

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**

Level 3