

MT. SAN ANTONIO COLLEGE

CLASS TITLE: PURCHASING SPECIALIST

Recommended Range

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BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized duties involved in the purchasing of supplies, equipment and construction services for the College; research, evaluate, prepare and process related purchasing information and documents including contracts, bids and specifications; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in the purchasing of supplies, equipment and construction services for the College; assist in assuring assigned purchasing activities comply with established laws, codes, regulations, guidelines, policies and procedures.

Research and evaluate construction contractors, vendors and other sources of supply; obtain written or verbal quotations; prepare, process and evaluate formal bid specifications, summaries, contract documents, bonds, leases, addenda, advertisements and other purchasing documents and information.

Train and provide work direction and guidance to assigned staff; assign employee duties and review work to assure accuracy and compliance with established guidelines, requirements and procedures; conduct training sessions concerning purchasing functions and related computer operations.

Research and verify construction contractor information including licensing and qualifications; evaluate and provide technical input concerning contractor qualifications, licensing and awards; establish and maintain bonding, and bidding and pre-qualification limits for contractors.

Receive, review and process purchase requisitions and contract-related information; assure accuracy and completeness of order and contract information and proper signatures; inspect orders and contracts for accuracy and completeness regarding account coding and cost calculations.

Order services, supplies and equipment in accordance with established policies and procedures; award bids or quotes and prepare purchase orders; prepare and process internet purchasing transactions as needed; assure compliance with bid specifications and formal or informal quotations.

Participate in the administration of construction contracts; contact vendors and contractors to negotiate prices, specifications and other related issues as needed; assist in resolving contract issues, conflicts and discrepancies.

Develop and maintain time lines for purchasing activities; schedule the maintenance, repair replacement or servicing of equipment; prepare bid calendars and project documents; participate in the scheduling and inspection of construction projects; process contract renewals as needed.

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Ewing Consulting Services

Monitor various College budgets to assure expenditures do not exceed established limitations; monitor and assess College needs and provide recommendations concerning budget allocations and major purchases of services, supplies and equipment.

Input purchase order, contract and other purchasing information into an assigned computer; generate and authorize purchase orders; submit purchase orders for approval as needed; maintain related automated records and files.

Prepare and maintain a variety of narrative, financial and statistical records and reports related to purchase orders, expenditures, prices, contracts, budgets, insurance and assigned activities; process and respond to requests for purchasing-related records and documents.

Compile and maintain a variety of financial information related to the College's fixed assets and maintain related records.

Communicate with College personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Oversee the College Rideshare Program including the distribution of information and claim forms to carpoolers; monitor and assure adequate inventory levels of related gift certificates and prizes.

Attend and participate in various meetings as assigned; prepare and transcribe Board agenda items related to assigned purchasing functions as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices and terminology.

Bid specification and contract preparation.

Applicable laws, codes, regulations, policies and procedures.

Local construction contractors, vendors and sources of supply.

Technical aspects of researching, comparing and purchasing services, supplies and equipment.

Record-keeping and report preparation techniques.

General accounting practices, procedures and terminology.

Practices, procedures and techniques related to contract administration.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles of training and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical computations.

ABILITY TO:

Perform a variety of specialized duties involved in the purchasing of supplies, equipment and construction services for the College.

Prepare, process and evaluate formal bid specifications, summaries, contract documents, bonds, leases, addenda, advertisements and other purchasing documents and information.

Train and provide work direction and guidance to assigned personnel.

Research and evaluate contractors and sources of supply.

Obtain verbal and written price quotations.

Order items and services in accordance with established policies and procedures.

Evaluate and provide technical input concerning contractor qualifications, licensing and awards.

Interpret, apply and explain established laws, codes, rules, regulations, policies and procedures related to the purchasing function.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Perform mathematical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree including course work in business administration, accounting or related field and three years increasingly responsible experience in the purchase of services, supplies and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.