

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Procurement SpecialistDepartment: Purchasing, Printing and Mail ServicesTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Monday - Friday 8:00 - 5:00 PMSalary Schedule (Range): CSEA 262 Range 95Background and Rationale (use back of form if additional space is needed): Vacancy of Procurement Specialist position due to retirement of Rodell Schroeder.Please see completed retirement form attached.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/APlease list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000 640000 211000 677000 -2100116,491
100 % Amount \$ 113,930

Account Number(s): _____

% Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: _____ End date: _____**Comments:** _____**Signatures:**[Signature]
1. Requesting Manager Signature11/4/2022
Date[Signature]
2. Division Vice President SignatureNov 7, 2022
Date[Signature]
3. Chief Compliance/Budget Officer Signature11/23/22
Date[Signature]
4. Human Resources Signature11/30/22
Date[Signature]
5. Vice President, Human Resources12/01/2022
Date☒ Funding available ☐ Funding not available Position Number: CA9773 Contract Number: _____**Comments:** _____**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

[Signature]
6. Signature of President/CEODecember 6, 2022
Date

PROCUREMENT SPECIALIST

DEFINITION

Under general supervision, develops and administers the procurement and contracting process for all District construction projects in accordance with District standards and policies and legal requirements; develop proposed recommendations for contract awards to the Director, Purchasing; develops, summarizes, and maintains administrative and fiscal records and all correspondence regarding each project; fosters cooperative working relationships among District divisions and acts as a liaison with various community, public, and regulatory agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Purchasing. Provides technical and functional direction and training to administrative support staff.

CLASS CHARACTERISTICS

This is a single-position class that independently performs the full range of procurement and contract administration duties, including developing requests for proposals, soliciting bids, and administering and monitoring contracts. The incumbent participates in developing and implementing policies and procedures for the procurement program. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Buyer class series by specializing in construction projects and by being responsible for contract administration. This class is further distinguished from the Director, Purchasing in that the latter has overall management responsibility for the Purchasing Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Coordinates and performs professional-level administrative and programmatic work in procurement and contract administration for all of the District's construction projects.
2. Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the procurement program.
3. Researches and develops detailed product and/or service specifications and establishes contract terms; confers with division/department staff to resolve questions regarding intent and expected use of goods and services, specification definitions, and scope of work statements.
4. Develops bid invitations and solicitations, formal and informal bids, requests for qualifications/quotes/proposals ensuring legal and contractual provisions are included to protect the District's interests.
5. Prepares and distributes notifications to vendors on District mailing lists, MBE/WBE/DVBE businesses, and others; places advertisements in local newspapers; conducts pre-bid and pre-proposal conferences and job walks; writes and posts addendums.
6. Coordinates and participates in evaluation of bids; develops evaluation criteria and materials; performs price/cost analyses and assesses the quality and suitability of proposed services and purchases; recommends modifications as needed; summarizes bid responses and prepares documentation; selects, recommends, and participates in selection of contractors and vendors; develops reports to the Board of Trustees and others for approval of contract awards.
7. Drafts contracts ensuring legal requirements are incorporated and enforced; negotiates contract terms and provisions; coordinates review of contract documents with legal counsel; maintains related files.

8. Ensures contractor compliance with provisions, including the maintenance of required insurance; develops contract amendments, extensions, and renewals as needed; monitors contractor performance and takes or recommends necessary remedial action to enforce compliance with provisions; researches and resolves discrepancies.
9. Reviews, examines, and processes purchase orders and related documents, including contracts and bid recaps to ensure compliance with established purchasing procedures and to confirm funding availability; works with accounts payable to ensure proper processing of invoices; follows-up on completing and receiving outstanding purchase orders.
10. Oversees year-end fixed assets physical inventory; distributes division/department fixed assets inventory reports for review; reconciles and researches discrepancies; corrects fixed assets database; prepares fixed assets inventory summary and detailed reports.
11. Serves as a liaison to employees, the public, private organizations, government agencies, community groups, and other organizations; provides information and assistance regarding procurement programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
12. Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
13. Makes recommendations regarding the improvement of departmental and programmatic activities; prepares comprehensive technical records and reports.
14. Assists with implementation, testing, and training of purchasing module of the enterprise application system or emerging technologies related to the purchasing and procurement functions of the District.
15. Prepares and submits Board of Trustee agenda reports and various other commission, committee, and staff reports and correspondence regarding assigned programs.
16. Maintains accurate records and files; develops storage of records and retention schedules.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of public agency procurement and purchasing programs including competitive bidding procedures.
2. Principles, practices, and techniques of drafting and administering procurement contracts and enforcing contract provisions.
3. Basic principles and practices of sound financial management policies and procedures.
4. Project and/or program management, analytical processes, and report preparation techniques.
5. Organizational practices as applied to the analysis, evaluation, development, and implementation of requests for proposals, bid packages, and the related evaluation process.
6. Research, statistical, analytical, and reporting methods, techniques, and procedures.
7. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Record-keeping principles and procedures.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. English usage, grammar, spelling, vocabulary, and punctuation.
11. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Assist in the development of goals, objectives, policies, procedures, and work standards for the procurement function.
2. Coordinate and oversee programmatic administrative and fiscal reporting activities.
3. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
4. Conduct research on a wide variety of program topics including vendors, products, contract feasibility, budget proposals, and funding alternatives.
5. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
8. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
9. Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in business administration, procurement, contract law, or a related field and/or four (4) years of increasingly responsible experience in purchasing, contract administration, or procurement services.

A purchasing certification such as the CPPB or CPPO, obtained through the Universal Public Procurement Certification Council, or the CPSM, obtained through the Institute for Supply Management will qualify incumbents for an increased pay grade.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and

walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.