

COORDINATOR OF PURCHASING

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
FLSA STATUS: EXEMPT
POSITION LENGTH: FULL-TIME
SALARY CODE: 20

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

To provide assistance in the planning, coordination and supervision of the overall function of the College's Purchasing Office. Responsible for ensuring the proper organization and efficient operation of all phases of procurement activities. This includes providing trainings and technical assistance to employees, implementing ongoing business procurement improvements, and complying with federal and state audits, requirements and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes and distributes College District's purchase orders for goods and services to the departments and vendors.
- Verifies that purchasing processes are in compliance and documented according to the TSC Board procurement policies and State of Texas procurement laws.
- Reviews back up information and records pertaining to requisitions to purchase submitted by the departments.
- Verifies that purchase requisitions are authorized by the appropriate account manager and that items are coded according to the general ledger codes classification.
- Maintains a relationship with the Finance department in relation to financial transactions needed for the process and issuance of purchase orders.
- Assists with the writing and reviewing of specifications by working with the departments and vendors to ensure accurate description of items.
- Maintains an accurate vendors list according to the general ledger classification codes and maintains an accurate list of purchase requisitions processed by department.
- Recommends the best procurement method for public competitive bidding according to the departmental needs and prepares necessary solicitation documentation for RFP's, RFQ's, CSP, in conjunction with the department.
- Conducts the public competitive bidding process. Coordinates publication of newspaper advertisement, prepares agendas, sign-in sheets, and bid tabulation and attends pre-bid conferences and bid openings.
- Prepares summary of bids or proposals received through public competitive processes, evaluates proposals and tabulations and provides a recommendation to the department's authority.
- Serves as a liaison between the departments and bidders to complement procurement issues and needs.
- Prepares procurement contracts documentation for sign-off authority.

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- Develops and maintains monthly procurement timelines for purchases that require board approval to meet required deadlines established by TSC Board and the State of Texas procurement policies.
- Keeps track of updates and amendments to the State of Texas procurement laws. Reviews and recommends amendments to the TSC Board policy accordingly.
- Coordinates and reviews travel applications and reimbursements to ensure that travel rules and regulations promulgated by the State of Texas travel management program are met.
- Provides education and training to the departments to ensure effective purchasing practices and interaction with the vendors.
- Exercises purchasing knowledge and tact dealing with departments and outside vendors for the purpose of procuring goods and services.
- Generates correspondence and mail regarding procurement issues with the College, department and vendors.
- Performs work in compliance with applicable rules and regulations.
- Maintains files and accurate records of purchase requisitions to document purchasing activity.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of purchasing practices, including state and District rules and regulations, purchasing methods, contract laws, and negotiations.
- Ability to write accurate standard competitive specifications.
- Ability to discuss related problems with vendors; evaluate bids; and make decisions promptly and efficiently.

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- Knowledge of purchasing and accounting systems, policies and procedures, internal controls, auditing, financial analysis, and financial reporting.
- Knowledge in the development of specifications, bids, quotes, vendor lists, request for proposals, and capital project procurement.
- Knowledge of automated accounting and purchasing systems.
- Knowledge of budgeting principles.
- Ability to maintain an established work schedule.
- Demonstrated organizational and planning skills with attention to detail and follow through.
- Ability to apply regulatory requirements to ensure compliance.
- Ability to apply technical expertise, experience, and judgment to plan and accomplish goals.
- Ability to maintain confidentiality of work related information and materials.
- Demonstrated proficiency using standard office software applications.
- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree in from an accredited college or university.
- Two (2) years of experience in purchasing department operations including buying, and procurement management.
- Experience working with teams on collaborative projects.
- Experience processing documentation within designated timeframes to meet deadlines.

PREFERRED EDUCATION AND EXPERIENCE

- Five (5) years of experience in purchasing department operations including buying and procurement management.

CERTIFICATES AND LICENSURES

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

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made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree from an accredited college or university?
 - Yes
 - No
3. *Do you have two (2) years of experience in purchasing department operations including buying and procurement management?
 - Yes
 - No
4. *Do you have experience working with teams on collaborative projects?
 - Yes
 - No
5. *Do you have experience processing documentation within designated timeframes to meet deadlines?
 - Yes
 - No
6. Do you have five (5) years of experience in purchasing department operations including buying and procurement management?
 - Yes
 - No