

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING COORDINATOR/ANALYST

BASIC FUNCTION:

Under the direction of the assigned supervisor, coordinate the purchasing process of materials, supplies, equipment and services for the District in compliance with applicable rules, regulations and policies; perform a variety of technical purchasing tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES:

Examine and evaluate current purchasing trends that affect price and availability; recommend improvements and modifications to activities and procedures; monitor compliance of purchasing procedures with applicable laws and regulations.

Coordinate maintenance and compliance of District business contracts and associated contract database.

Examine and evaluate new and alternative products and sources of supply; conduct vendor interviews; arrange for and participate in tests and demonstrations of supplies and equipment; notify staff of new products/vendors that are one the market; verify funds are available for purchases; reviews and recommends potential vendors and procurement of new products; researches and resolves product, pricing and distribution complaint issues with vendors; maintenance of all vendor files.

Coordinate, research, prepare and type formal bids and quotations, service agreements and leases; maintain bidding calendar; put together invitations to bid packages, including technical specifications, required bonds and general and special conditions required by the District; advertise public bids in newspaper; keep vendor bid list updated.

Provide coordination, information and assistance to District staff regarding purchasing matters. Answer telephone and provide information related to purchasing activities as appropriate; train staff in purchasing process, policy and regulations.

Implement and maintain e-procurement system for the District. This will include a variety of difficulty and complete technical and paraprofessional buyer duties that require an excellent working knowledge of purchasing functions and accounting functions for the assigned office, as well as of public educational institutions. Act as a point person for e-procurement, training staff on usage and responding to questions; resolving routine problems with the system.

Review trade publications and journal, and maintain files of vendors, catalogs and listings; assist in the maintenance of computerized records related to the purchasing function.

Prepare a variety of reports and statistical information. Maintain accounting records for governmental funds; prepare and analyze financial statements; prepare billings and claims; prepare budget projections

and other specialized reports; prepare State reports; review reports for accuracy and completeness. Maintain a variety of purchasing files and records.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of purchasing.

Laws and regulations applicable to school and/or governmental purchasing programs for State of California.

Basic budgeting procedures and techniques.

Principles and procedures of financial record-keeping and reporting.

Principles and procedures of basic accounting and bookkeeping.

Sources of supplies and marketing data.

Modern office procedures, methods and computer equipment.

Business letter writing and report preparation.

Correct English usage, spelling, grammar and punctuation.

Principles of providing training.

ABILITY TO:

Interpret and apply laws, rules and regulations affecting purchasing operations.

Communicate and implement district purchasing procedures.

Test, demonstrate and evaluate merchandise.

Determine compliance of bid proposals with specifications.

Establish and maintain a variety of records and files.

Access, operate and maintain various software applications.

Input and retrieve data with speed and accuracy.

Quickly identify problems and situations, and take appropriate action to resolve the underlying cause.

Make arithmetic calculations.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Operate a variety of office equipment and machines such as calculator and copier.

Operate computer terminal and peripheral equipment to input a variety of data and maintain various records.

Establish harmonious and effective work relationships with departments and outside vendors.

Establish and maintain cooperative and effective working relationships with others.

Complete work efficiently with many interruptions.

Work independently and with sound judgment within procedural guidelines.

EDUCATION AND EXPERIENCE:

Associate degree in business or a related field and

Five years of increasingly responsible experience in all phases of the acquisition process, including experience in purchasing on a wide variety of materials, supplies, services and equipment and contract/vendor administration, including a minimum of two years experience in the public sector, all other experience must include experience in which functions were at least 50% in purchasing functions.

OR

Bachelor of Science degree in business or a related field and

Three years of increasingly responsible experience in all phases of the acquisition process, including experience in purchasing on a wide variety of materials, supplies, services and equipment and contract/vendor administration, including a minimum of two years experience in the public sector, all other experience must include experience in which functions were at least 50% in purchasing functions.

Note - Purchasing functions do not include: Budget accountability, financial management and accountability including budget allocation and verification and payment of purchase orders, expediting activities, administrative, secretarial, office management, other clerical activities, data input positions involved with purchasing cycle, but not directly with purchasing

Certification as a Certified Professional Public Buyer (CPPB) or completion within one year of employment is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |

- 1 h. Ability to carry 10 lbs.
- 3 i. Ability to operate office equipment.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.