

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Procurement Specialist

Unit: Supervisory and Professional

Page: 1 of 2

Job Code: D1198

Original Date: 01/1991

Last Revision: 07/2024

Staff Type: Classified

FLSA status: Exempt

Salary Range: 01

DEFINITION

Under direction of the Manager, Business Services or other assigned administrator, purchase supplies, equipment, material and services for the District; follow District policies and guidelines to purchase quantity items and services economically and efficiently; evaluate purchase requisitions, meet with departments, determine proper course of action to meet needs and implement the purchasing process.

EXAMPLE OF DUTIES

1. Receive and review purchase requisitions; obtain price quotations; determine appropriate supplier; method of procurement and related data to complete purchase order; review purchase orders and submit for proper signatures in accordance with District policy.
2. Coordinate with District sites' staff and committees in developing specifications in conjunction with the requisition process; write, revise, and format bid specifications, terms and conditions; interview suppliers for the purpose of initiating negotiations of purchases and bids; analyze and evaluate bids received; write Board agenda items recommending awards.
3. Authorize price adjustments, substitutions, change notices to purchase orders and resolve delivery problems in conjunction with the receiving office; identify delivery points and payment terms; assist in resolution of complaints regarding delivered materials or equipment.
4. Maintain and input purchasing information into a variety of computer software applications, including word-processing, spreadsheets, and computerized purchasing systems.
5. Meet and train requisitioning departments; advise and assist in determining most appropriate solutions to needs for equipment, services or materials; advise site and department staff on purchasing requirements and procedures. Communicate with suppliers regarding changes in products and services.
6. Maintain file of appropriate sources of supply; maintain current file of suppliers; evaluate delivery response time, quality of goods and services, discount schedules, invoice procedures and dependability; ensure supplier's compliance with District policies and procedures.
7. Maintain current knowledge of State and federal laws and regulations pertaining to procurement in a Community College setting. Update technical knowledge through review of trade publications and journals.
8. Participate in the development and implementation of operational policies and procedures.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Accounting principles and record-keeping techniques as related to purchasing and contracts.

Applicable District policies and procedures.

Aspects of field of specialty including but not limited to: terminology, cycles, markets, and trends.

Computer database, correspondence, word processing and spreadsheets applications.

Computer purchasing systems and the appropriate input and specialized coding requirements.
Federal, State, and local laws, codes, and regulations related to public purchasing.
Fundamental principles and practices of public education purchasing.
Methods and procedures in the purchasing of educational supplies, equipment, specialized products and services.
Modern business practices, procedures and equipment.
Public purchasing principles and practices.
Purchase agreements and contractual documentation.
Types and sources of supplies, materials and equipment commonly used in community colleges.
Verbal and written communications skills.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively with others both orally and in writing.
Effectively purchase a variety of supplies, equipment and materials.
Establish and maintain effective working relationships with others.
Facilitate activities and participate effectively within a committee structure to: develop specifications for equipment and projects, establish procedures, and provide information.
Learn, interpret, and apply laws, rules and regulations affecting college supplies and equipment.
Maintain and prepare records and correspondence in a variety of formats and computer software.
Make mathematical calculations quickly and accurately.
Meet schedules and time lines.
Operate computer systems and software for correspondence, databases, word processing, spreadsheets, and tracking.
Prepare clear and concise correspondence, specifications, and procedures.
Research data and trends and report findings.
Understand and follow oral and written directions.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: four years of college level courses/or Bachelor's Degree in business administration, purchasing or related field and two years of professional experience in purchasing, preferably in a school district setting.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.