



Classification Description

Job Title: Procurement Specialist II

Pay Grade: 109

Job Code: 3821

FLSA Status: Non-Exempt

Job Purpose

Performs professional work in support of the College's purchasing activities. The assignments require the application of technical skill, knowledge, and judgment in the use of basic principles, concepts, techniques and standards in one or more areas of purchasing operations.

General Responsibilities

Essential Functions

Assists Director of Procurement Services in the development of the College's purchasing procedures. Ensures compliance with federal, state and local laws and regulations pertaining to purchasing practices.

Reviews department requisitions and assists College departments with the procurement of goods and services by expediting the procurement process and ensuring compliance with purchasing practices.

Participates in the processing of purchase orders, change orders and contracts; place and expedite orders, and maintains and keeps records. Resolves issues relating to purchasing to include, but not limited to, shipments, returns, damaged materials, etc.

Generates and audits the outstanding purchase order report at least monthly.

Serves as mentor to Procurement Specialist I(s).

Responsible to research competitive prices and services in order to meet College department needs, as required.

Researches and locates competitively awarded contracts for a variety of products and services to meet the needs of the College, as required.

Provides pertinent information relating to the purchasing function for preparation of Board materials.

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Maintains the vendor table in Banner and ensures appropriate purchasing and related forms are received for the vendor record to include, but not be limited to, W-9 forms.

Monitors Vendor Application database and obtain vendor documents as needed.

Monitors Credit Applications and prepare as needed. Prepares ad-hoc and routine purchasing reports and summaries.

Monitors and resolves incomplete documents listed on a weekly incomplete document report.

Prepares quarterly/annual diversity spend report for submission as part of the procurement dashboard and annual state report.

Assists Director in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, report preparation.

Negotiates and maintains good working relationships with vendors; obtains quotes and selects best vendor to meet institutional objectives based on knowledge and experience.

Verifies prices and shipping and ensures a smooth transition from requisition to purchase order.

Coordinates and provides procurement training/workshops to newly hired College staff and routinely provide refresher training to all departments.

Works closely with support departments (accounts payable, travel, budget, general counsel, etc.) to resolve department discrepancies.

Organizes vendor informational seminars for College staff.

Conducts, at the direction of the Director, related scheduled evaluation and/or interview meetings as related to formal bid solicitations.

Organizes and attends vendor tradeshow; attends seminars and training, as required.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job- related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

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Three (3) years of full-time professional related work experience. Appropriate combination of education and experience may be substituted.

Knowledge of general office practices and processing of large-scale purchasing transactions.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.

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- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: February 14, 2019. Revised: October 28, 2021. Revised: July 1, 2023.