



Classification Description

Job Title: Procurement Specialist I

Pay Grade: 107

Job Code: 3820

FLSA Status: Non-Exempt

Job Purpose

The Procurement Specialist I performs entry-level professional procurement work in support of the College's purchasing operations. This role is responsible for processing procurement transactions, supporting compliance with established policies, and assisting departments with routine purchasing activities in accordance with defined procedures and under supervision.

General Responsibilities

Essential Responsibilities

Reviews purchase requisitions for completeness and compliance with established procurement policies and approval requirements.

Converts approved requisitions into purchase orders within the Banner system.

Processes purchase order changes, cancellations, and updates in a timely manner.

Verifies pricing, quantities, and shipping details to ensure accuracy.

Ensures procurement transactions comply with federal, state, and local regulations, as well as institutional policies.

Maintains complete and accurate procurement documentation to support audit readiness and transparency.

Assists in monitoring adherence to competitive procurement thresholds and documentation requirements.

Maintains vendor records and ensures required onboarding documentation is complete (e.g., W-9, insurance documentation, and certifications).

Supports vendor onboarding and updates within the Banner system.

Works with vendors and internal stakeholders to resolve routine issues (e.g., order discrepancies, returns, and delivery issues).

Assists in generating routine procurement reports and validating data.

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Assists in reviewing outstanding purchase orders and identifying discrepancies.

Assists with maintaining procurement files and records in accordance with retention policies.

Provides departments with guidance on basic procurement procedures and system usage.

Assists with procurement-related training sessions, as needed.

Operates within clearly defined procedures and approval limits.

Escalates exceptions, noncompliance issues, and complex procurements to senior staff.

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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills, and Abilities

Minimum Qualifications

Associate's degree from an accredited institution.

One (1) year of full-time professional, related work experience in procurement, finance, or administrative operations.

An appropriate combination of education and experience may be considered.

Experience with ERP systems, e.g., Ellucian Banner, and standard office software.

Preferred Qualifications

Three (3) years of full-time professional, related work experience in procurement.

Experience with Ellucian Banner.

Key Competencies

Attention to detail and data accuracy.

Basic knowledge of procurement processes and documentation requirements, or the ability to learn them.

Ability to recognize and follow policies, procedures, and regulatory requirements.

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Strong organizational and communication skills.

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.
- Make presentations in front of various group sizes.
- 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 work effectively with individuals from a variety of backgrounds and perspectives.

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 and respect in interactions with individuals with varying perspectives, experiences, personalities, and working styles.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, and 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, July 1, 2023, and October 5, 2026.