

Job Description/Title: Purchasing Coordinator
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4/2010
Board Approved: 7/31/2010

MONTEREY PENINSULA COLLEGE

PURCHASING COORDINATOR

JOB SUMMARY

Under general direction, perform responsible complex and technical duties associated with the procurement of supplies, services and repairs for the college. Receive limited supervision within a broad framework of standard policies and procedures. Perform and be responsible for all district purchasing functions including preparing specifications and bids; responding to inquiries; exercising good judgment and problem solving skills related to the college's purchasing policies, District compliance with legal requirements, and accompanying record keeping procedures.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform specialized and technical duties with regards to ordering materials, supplies and equipment; negotiate prices by verbal and written quotations; determine best sources, including availability and delivery information.

Prepare maintenance and service agreements.

Receive and review purchase requisitions; discuss with appropriate staff; ensure compliance with established District specifications in areas such as computer technology and ergonomics. Assist staff with purchasing decisions by serving as a source of information; establish and maintain cooperative working relationships with purchasers.

Prepare, approve and distribute purchase orders for amounts authorized by the District; work with vendors and departmental staff to resolve purchasing discrepancies.

Prepare and develop requests for proposals, requests for qualifications, formal bid specifications and terms and conditions; analyze terms and conditions of bids, evaluate merit of bids, recommend award of bids, and ensure competitiveness of bidding processes; maintain overall compliance with legal requirements such as Education Code and Government Code including advertising, confidentiality, opening and maintaining of all documents.

Maintain vendor profiles and vendor lists, catalogs, brochures and various purchasing files; meet with vendors to view product demonstrations; evaluate products and services and advise vendors of the District's acceptance or rejection.

Monitor contracts, offers and purchasing opportunities available to the College.

Develop policies related to purchasing; analyze needs and propose innovations for District-wide procurement and distribution processes update and refine purchasing procedures, keeping the purchasing handbook up-to-date with the latest changes for the purchasing and ordering of supplies and equipment; review purchasing procedures and specifications with responsible district personnel and committees; provide training for District-wide staff as needed.

Coordinate the selection of standardized items such as furnishings, supplies and equipment ensuring input from appropriate stakeholders through consultation with divisions, departments and individuals.

Maintain currency in and ensure on-going compliance with legal requirements relating to purchasing, contracting, bidding processes and related functions.

Coordinate the District wide CalCard program.

Monitor State of California mandated labor compliance program.

Maintain vehicle inventory, ownership certificates, yearly registrations, insurance and perform related duties.

Manage the District's fixed asset inventory program, including determining appropriate equipment and items to be included, assigning inventory numbers, and disposing of obsolete materials in accordance with Board policy and Education Code.

Control the record repository for bids, purchase orders, purchase requisitions, MSDS sheets, contractors insurance papers, vehicle registration and labor compliance records. Establish and maintain material safety data sheets and distribute copies of MSDS to proper departments.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of AA degree in business administration or related fields, and three years of increasingly responsible experience in purchasing and inventory.

Knowledge

Knowledge of: basic principles, methods and practices of purchasing and inventory control; accounts payable and receivable; sources of supply, materials, and equipment vendors; state and federal laws regarding the purchase of supplies, materials and equipment for educational entities; various software programs as needed to full requirements of the job; rules and regulations regarding materials safety data; office management techniques.

Ability

Ability to: perform technical and clerical functions; coordinate, plan and organize work accurately and efficiently; use word processing and spreadsheet software programs to produce reports, lists and information as required; learn and successfully use new software programs as required to fulfill the requirements of the job; maintain database and hard copy files; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment

Light to moderate physical effort, which will include occasional standing or walking, kneeling, bending, stooping; periodic handling of light to moderate equipment and supplies up to 15 pounds; use of medium weight tools and materials. Indoor/outdoor work environment.