

PURCHASING SPECIALIST

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
FLSA STATUS: EXEMPT
POSITION LENGTH: FULL-TIME
SALARY CODE: 23
REPORT TO: DIRECTOR OF PURCHASING
REVIEWED DATE: MARCH 29, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

To provide assistance in the overall function of the College's Purchasing Office. This includes providing trainings and technical assistance to employees, implementing ongoing business procurement improvements, and complying with federal and state audits, requirements and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides assistance with all operations and activities needed for the acquisition of goods, services, travel transactions, and credit card purchases.
- Prepares quotes, evaluate material and services, database maintenance, file management, invoice issue resolution, and audit support.
- Prepares and reviews detailed specifications for bids and proposals, tabulate and analyze data; recommend award; may assist with establishing agreements for commodities or services.
- Assists with verifying that all processes are in compliance and documented according to the TSC Board procurement policies and State of Texas procurement laws.
- Processes and prepares purchase orders for goods and services to the departments and vendors.
- Assists with preparing reports for Purchasing Co-Ops, Legislative Budget Board (LBB), and others as needed.
- Provides assistance with the management of all credit card related transactions including but not limited to the maintenance of a cardholder list.
- Assists with the maintenance of the Purchasing website by requesting the upload of new forms, tabulation, notices, procedures, etc.
- Assist with the public competitive bidding process (RFQ, RFP, IFB, etc.) Responsible for all publication of newspaper advertisement, prepares agendas, sign-in sheets, tabulation, thank you and award letters, and attends pre-bid conferences, and bid openings.
- Prepares summary of bids or proposals received through public competitive processes, reviews proposals, and tabulations.
- Develops and maintains monthly and annual timelines for purchases that require board approval to meet required deadlines established by TSC Board and the State of Texas procurement policies.
- Assists with the development of all purchasing related forms.
- Assists with the travel processes to ensure that travel rules and regulations promulgated by

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the State of Texas travel management program are met.

- Provides education and training to the departments to ensure effective purchasing practices and interaction with the vendors.
- Exercises purchasing knowledge and tact dealing with departments and outside vendors for the purpose of procuring goods and services.
- Assists with contract administration compliance requirements.
- Assists in analyzing departmental activities and documents for compliance with College policies and State of Texas rules and regulations.
- Assists in all aspects of the disposition process for College surplus materials.
- Generates correspondence and mail regarding procurement issues with the College, department and vendors.
- Performs work in compliance with applicable rules and regulations.
- Maintains files and accurate records of purchase requisitions to document purchasing activity.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of purchasing practices, including state and District rules and regulations, purchasing methods, contract laws, and negotiations.
- Ability to write accurate standard competitive specifications.
- Ability to discuss related problems with vendors; evaluate bids; and make decisions promptly and efficiently.
- Knowledge of purchasing and accounting systems, policies and procedures, internal controls, auditing, financial analysis, and financial reporting.
- Knowledge in the development of specifications, bids, quotes, vendor lists, request for proposals, and capital project procurement.

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- Knowledge of automated accounting and purchasing systems.
- Knowledge of budgeting principles.
- Ability to maintain an established work schedule.
- Demonstrated organizational and planning skills with attention to detail and follow through.
- Ability to apply regulatory requirements to ensure compliance.
- Ability to apply technical expertise, experience, and judgment to plan and accomplish goals.
- Ability to maintain confidentiality of work related information and materials.
- Demonstrated proficiency using standard office software applications.
- Demonstrated excellent written communication and interpersonal skills, with ability to work independently.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate's degree or 60 college hours from an accredited college or university.
- Three (3) years of experience in purchasing department operations including buying and procurement.

PREFERRED EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited college or university.
- Five (5) years of experience in purchasing department operations including buying and procurement.
- Experience in a comparable position at a public institution, community college, or university.

CERTIFICATES AND LICENSURES

- Must be a Certified Texas Purchaser or must be able to compete certification within two (2) years of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must

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frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an associate's degree or 60 college hours from an accredited college or university?
 - Yes
 - No
3. *Do you have three (3) years of experience in purchasing department operations including buying and procurement?
 - Yes
 - No
4. Do you have a bachelor's degree from an accredited college or university?
 - Yes
 - No
5. Do you have five (5) years of experience in purchasing department operations including buying and procurement?
 - Yes
 - No
6. Do you have experience in a comparable position at a public institution, community college, or university?
 - Yes
 - No
7. *Are you a Certified Texas Purchaser or are you able to complete the certification within two (2) years of hire?
 - Yes
 - No