

**JOB TITLE:** Procurement Coordinator

**DEPARTMENT:** Finance & Administration

**LOCATION:** Union Campus

**REPORTS TO:** Vice President, Finance & Administration

**FLSA:** Exempt

**LEVEL:** 201

**DATE:** 3/29/23; 3/27/18; 05/22/14

**POSITION SUMMARY:** Responsible for managing the procurement of products and services. This includes vendor contracts, vending services, developing, and maintaining supplier relationships, and collaborating with internal departments. This position is also responsible for ensuring compliance with all related laws, regulations, and board policies and procedures.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; four years related experience

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Management of eProcurement system, including sourcing and online surplus auction site.
- Manage all aspects of purchasing, providing consistency in carrying out the goals and objectives of the purchasing function; determines need for corrective actions on addressing matters outside normal operating procedures.
- Develop and authorize purchasing policies and procedures to ensure economy and efficient operations; recommend policy changes if appropriate.
- Research, develop, and recommend vendor commodities and services for all College personnel; determine supplier products and catalogs used in on-line requisition program; assure lowest total cost, best quality and service are met.
- Administer and authorize on-line purchasing process used by College personnel; including approval setup, budget assignment, instruction and assistance on this process; monthly review of items purchased for potential abuse.
- Prepare specifications for the purpose of soliciting bids/proposals from qualified vendors; distribute invitations for bids/proposals, advertise and set bid/proposal opening dates; receive and evaluate bid for successful vendor; maintain file records
- Convert transactions by approving, issuing, releasing, and distributing purchase order to the appropriate vendor.
- Manage open purchase orders, assure timely low cost delivery and receive items in College data base; investigate problem receiving when appropriate.
- Maintain relations vending operations to assure open communication and customer satisfaction; evaluate vending services to assure contract specifications are met.
- Investigate potential products, practices and services which will provide a reduction in operational costs to all areas of East Central College as assigned by the Vice President of Finance and Administration.
- Work closely with Facilities and Grounds in the sale of surplus items; including identifying the item, creating an ad, advertising the sale, scheduling the pickup, receiving the funds and when necessary completing a fixed asset disposal.
- Advise administration, faculty and staff on board policies for purchasing and surplus, follow policies at all times.
- Cultivate & maintain positive vendor relations to achieve maximum cost savings, optimal performance & quality standards; investigate government or educational contracts & discounts for College use in purchases for short & long-term savings objectives
- Develop and maintain budget for area of responsibility ensuring spending within approved levels.
- Maintaining relationships with the onsite vendors and handling of issues regarding the machines.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Working knowledge of business, management, or marketing. Knowledge of generally accepted accounting practices and internal control methods, including cash and inventory; Considerable knowledge of purchasing practices including best verses lowest price quote, closed bid process, educational and government contracts, total cost of purchase, cost savings of purchases, and public purchasing restrictions. Effective interpersonal skills in forming and maintaining effective working relations with vendors, a variety of customers from students to the general public. Investigative and analytical skills including searching for products, contracts, vendors or services. Excellent customer service skills. Ability to prepare and analyze financial statements and reports. Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions to meet the needs and objectives of the College. Familiarity with on-line purchasing procedures, Microsoft and database software. Ability to use sound judgment in decision making areas. Ability to handle confidential material judiciously.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information, and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions. Strong interpersonal and communication skills.

**DECISION-MAKING and ANALYTICAL SKILLS:** May be responsible for providing information to those who depend on a service or product. Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Ellucian, ImageNow, eProcurement system etc; use office machines such as copiers or calculators; use computers for data entry, word processing, spreadsheets, PowerPoint presentations, or custom applications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. Ability to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges. Availability to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 25 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*