

COLLEGE PROCUREMENT SPECIALIST

DEFINITION

Negotiates, prepares, and processes contracts and purchase orders for the acquisition of a variety of equipment, materials, supplies, and services for multiple colleges within the District for amounts below the state statutory bid limit.

TYPICAL DUTIES

- Prepares, negotiates and processes contracts for the procurement of equipment, materials, and services for the assigned colleges for amounts below the state statutory bid limit.
- Purchases a wide variety of materials, supplies, equipment and services for multiple colleges of an assigned region in compliance with pertinent policies, laws, regulations, rules, and limits.
- Confers with and advises officials of assigned colleges on contract requests, and on the development, preparation, interpretation, and revision of technical specifications for the procurement of materials and services for compliance with law and District policies.
- Confers with staff of assigned colleges to assist them in defining their purchasing needs and options and to explain District purchasing policies and procedures.
- Interprets and explains codes, rules, regulations, policies, and procedures pertaining to District procurement agreements to college personnel, representatives of other agencies, and prospective bidders.
- Analyzes and determines the most economical methods for procuring materials and supplies based on need, cost, and storage facilities; evaluates the advantages of lot bidding for region-wide procurements; coordinates with other regional procurement personnel to identify potential district-wide procurements that may yield quantity discounts and/or are required in order to avoid "bid splitting"; analyzes lease versus purchase questions and makes recommendations thereon.
- Develops and prepares technical procurement specifications for products and services needed by the assigned colleges for formal bidding by the District.
- Coordinates the development and preparation of annual continuing price contracts and purchase agreements for the assigned colleges within the specified bid limit.
- Interviews sales representatives of current and prospective vendors regarding product specifications, new and improved products, trade practices, product availability, and pricing.
- Negotiates price, discount, and delivery provisions with vendors for the assigned colleges within the specified bid limit.
- Assists in evaluating bid responses to determine responsiveness to specifications and responsibility of bidders.
- Determines and sets performance standards for vendors from whom purchases will be made for the assigned colleges in conformance with District policies and procedures.
- Researches sources of supply and maintains a list of approved vendors for the assigned colleges.
- Analyzes and resolves procurement problems and issues such as interpretation of contract language and vendor performance.

## TYPICAL DUTIES (Cont.)

- Organizes and/or conducts demonstrations and tests of commodities.
- Develops and conducts training sessions for employees of the assigned colleges on contracts and procurement procedures and practices.
- Prepares reports related to procurement activities of the assigned colleges for submission to the Board of Trustees.
- Prepares written material and presents oral reports concerned with contracts and purchasing for and to college personnel and committees and groups of administrative personnel of the assigned colleges.
- Maintains an inventory of supplies for the assigned colleges and assures just-in-time delivery of those items which are not kept at hand.
- Maintains records related to contracts and purchasing activities, costs, and expenditures for the assigned colleges.
- May assign, review, and direct the work of assigned technical and clerical staff.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **College Procurement Specialist** negotiates, prepares, and processes contracts and purchase orders for the acquisition of a variety of equipment, materials, supplies and services for multiple colleges within the District for amounts below the state statutory bid limit.

A **Contracts Manager** applies a thorough knowledge of contract law related to construction, procurement, insurance, real estate, and business management principles in directing the negotiation, preparation, and execution of a variety of contracts and the purchase and lease of equipment, materials, supplies, and services for the District.

## SUPERVISION

General supervision is received from a College President or his or her designee. Functional supervision may be exercised over assigned technical and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Practices and procedures of public and private funding, contracting and purchasing
- Business law and sections of California State Codes pertinent to competitive bidding, contracting, leasing, and purchasing
- Commodity markets, prices, and sources of supply
- Sources of authoritative manufacturing and marketing data
- Marketing practices of manufacturers, wholesalers, and distributors
- Procedures and techniques of inventory control/material management

### Knowledge of: (Cont.)

Commodity testing organizations and facilities  
Safety and health factors related to various commodities  
Principles and practices of business and public administration  
Principles of in-service training  
Organization and management of records  
Capabilities of computer systems, hardware, and applications used in the contracting and purchasing process

Skill in:

The use of computer software and hardware

Ability to:

Negotiate contract terms favorable to the colleges of an assigned region and in accordance with law and District policies  
Purchase supplies, materials, and equipment in accordance with cost, technical specifications, and delivery requirements  
Analyze, interpret, and apply statutes and ordinances related to contracting and purchasing activities  
Confer with college officials concerning procurement and lease specifications and to modify specifications in cooperation with such officials in accordance with the latest manufacturing and marketing data  
Confer with college personnel and make recommendations on the purchase of a variety of supplies, materials, and equipment  
Prepare accurate and complete written technical specifications, correspondence, and reports  
Communicate effectively and clearly  
Deal effectively and tactfully with all levels of personnel in the District and representatives of contractors and other public agencies, and vendors  
Collect, interpret, and evaluate data; conduct studies and surveys necessary for recommendations relating to product and market information, and procuring and leasing practices and procedures  
Acquire materials at the best price in accordance with law, specifications, quality, and delivery requirements  
Ensure compliance with bid and contract specifications  
Maintain accurate and complete records  
Learn specific provisions of the Education, Business, Public Contract, and Government Codes pertaining to contracting, leasing personal property, and purchasing  
Learn general and specialized computer applications

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized four-year college or university, preferably with a major in business administration, public administration, economics or a closely related field. Qualifying experience, in addition to that required below, may be substituted for the required education on a year-for-year basis.

Designation as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO), conferred by the National Institute of Governmental Purchasing, Inc., is desirable.

### Experience:

Three years of full-time, paid professional-level experience in the contracting and acquisition of a variety of equipment, materials, and supplies.

### Special:

Must meet the requirements for bonding.  
A valid Class "C" California driver's license.  
Access to an automobile.