VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of General Services or a higher level administrator, perform a variety of complex technical and analytical duties related to the acquisition and review of supplies, equipment, professional services, and contracts.

DISTINGUISHING CHARACTERISTICS:

A Purchasing Specialist conducts journey-level work in support of contract administration activities associated with the development and negotiation of procurement, public work projects, and/or professional services contracts and assumes primary responsibility for purchasing materials, services, and equipment for District use. A Purchasing Specialist provides guidance and work direction to a Purchasing Assistant. A Purchasing Assistant performs less complex purchasing duties that include a variety of reproduction, clerical, and computer duties including full charge shipping and receiving.

REPRESENTATIVE DUTIES:

Review, develop, and clarify technical specifications for Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Qualifications (RFQ), and other contract related activities in order to ensure compliance with applicable state laws, rules, regulations and procedures.  

Order materials, supplies and equipment; prepare and develop formal and informal bid specifications for supplies, equipment, scheduled maintenance projects, and public works projects to ensure compliance with state and federal regulations.

Analyze terms and conditions of bids and evaluate the merit of bids; ensure competitiveness of the bidding process.

Select vendors with whom to conduct business based upon most favorable prices, quality, quantity, and delivery; monitor compliance with specifications, bid conditions, and other factors utilizing formal bid procedures and other methods.

Review and process contracts, agreements, memorandums of understanding, and other documents while ensuring compliance with state and federal regulations and District policies and procedures.

Negotiate prices for goods and services by verbal and written quotations.

Schedule, conduct, and lead pre-bid and pre-proposal meetings and job walks with administrators, contractors, and other interested parties to clarify project parameters and coordinate technical specifications during the RFP and bid process.

Established October 2008
PURCHASING SPECIALIST (continued)

Evaluate and determine purchasing needs for departments; provide technical expertise to college staff and administrators in determining specifications for quotes and bids; train and counsel staff regarding purchasing operations, procedures, policies and related use of the District’s automated finance system.  

Provide guidance and work direction to Purchasing Assistants and other lower level technical and support staff within the Purchasing Department; review work to ensure accuracy, completeness, and conformity with established policies and procedures.  

Work with vendors, warehouse staff, and departmental staff to coordinate inventory, shipping and delivery functions, and resolve related discrepancies.  

Participate in state-wide committees and purchasing groups.  

Meet with vendors to view product demonstrations; evaluate products and advise vendors of the District’s acceptance or rejection.  

Prepare and compose Board of Trustees agenda items, develop and analyze reports and spreadsheets for bids and contracts.  

Prepare, encumber, and approve purchase orders for preapproved amounts authorized by the District.  

Coordinate and maintain the District’s fixed asset system, including surplus/disposal of property and acceptance of donations/gifts.  

May conduct space planning duties and coordinate furnishing during new construction or remodeling of facilities.  

Perform related duties as assigned.  

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable local, state, and federal laws; rules; regulations; and policies governing public procurement  
Principles and practices of government fund accounting  
Warehouse procedures, terminology, inventory control, and warehousing methods and practices  
Products, supplies, and equipment utilized in an educational setting  
Methods of preparing and interpreting standard lists and organizing computer generated reports  
Methods of preparing lease agreements  
Modern office practices, procedures and equipment  
Record-keeping techniques including statistical record-keeping  
District organization, operations, policies and objectives  
Microsoft Word, Excel, Access, and Outlook
ABILITY TO:

Understand, interpret, and apply laws, rules, and procedures related to the contractual obligations of the District
Interpret, summarize, and recognize the implications of complex documents
Analyze situations accurately and adopt an effective course of action
Interpret and explain purchasing policies and procedures
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Establish and maintain effective working relationships
Organize and prioritize work independently
Communicate effectively, both orally and in writing
Exercise tact and judgment in interactions with vendors and other stakeholders

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

Graduation from a recognized college or university with a bachelor’s degree in business or public administration, economics, or a related-field. Experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience having primary responsibility for all phases of public procurement including the development and evaluation of quotes and bids.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment, and hearing and speaking to exchange information
Hearing and speaking to communicate with others
Seeing to review documents to assure accurate completion
Sitting for extended periods of time
Reaching to retrieve and file records