

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: PURCHASING &
WAREHOUSE COORDINATOR**

SALARY TABLE: 29

SALARY RANGE: 34

BASIC FUNCTION:

Under the direction of the Director of Administrative Services and Emergency Response, perform a variety of specialized duties involved in the oversight of the warehouse, shipping and receiving, purchasing of supplies, equipment and services for the College; prepare, process and evaluate related purchasing information and documents including bids, specifications, requisitions and purchase orders; research and obtain prices, quotes and proposals.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in the purchasing of supplies, equipment and services for the College; assure the smooth and timely delivery of goods and services to departments; assist in assuring compliance with established laws, regulations, policies and procedures.

Receive, review and process purchase requisitions, draft materials and requests; prepare product and service specifications; assure accuracy and completeness of order information; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Oversee warehouse assistant, inventory control technician and part-time hourly personnel; coordinate department functions to assure timely receipt, inspection, processing, storage and issuing of goods and equipment; follow up on delayed shipments, discrepancies and damaged deliveries; coordinate, conduct and account for regular and periodic inventories of supplies and equipment.

Oversee the distribution and collection of College District keys and related locksmith functions; coordinate inventory functions to assure accurate accounting of keys; assure proper maintenance of electronic locks and related access codes. Issue and account for employee keys according to established policies and procedures; utilize handheld computer to program electronic locks; input related data into an assigned computer system and maintain automated records.

Participate in the preparation and maintenance of a variety of records, reports and files related to bids, purchase orders, keys, locks, inventory, personnel, vendors, requisitions, receipts, surplus equipment and assigned activities.

Develop and prepare the annual preliminary budget for purchasing and administrative services functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Oversee the District Cal-Card program.

Order services, supplies and equipment in accordance with established policies and procedures; compare and analyze bids and quotations; select vendors according to price effectiveness, product quality and vendor reliability.

Award bids or quotes and prepare related purchase orders; assure compliance with bid specifications and formal or informal quotations; assure funding is available for purchases; provide recommendations concerning the awarding of large contracts.

Input purchase order information into an assigned computer system including account coding, purchase amounts, product quantity and other required data; generate and approve purchase orders; submit for approval as needed; distribute purchase orders to vendors.

Research and evaluate vendors, contractors and other sources of supply; research, obtain and evaluate quotations and proposals; prepare and distribute formal bid plans and specifications, RFPs and advertisements; assist with bid openings and review bids for completeness.

Contact vendors to request bids, quotations and proposals, and negotiate prices, specifications, conditions of delivery and other related issues as necessary; follow up on delayed shipments, discrepancies and order status; resolve purchase order and invoice issues and discrepancies.

Prepare and maintain various records, reports and files related to requisitions, encumbrances, purchase orders, bids, vendors and assigned activities; process various bidding forms and paperwork such as tabulation sheets; arrange for bid advertisements in newspapers and other publications.

Communicate with College personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, calculator, typewriter, computer and assigned software.

Act as Director in the absence of the Director.

Receive, distribute and prepare outgoing packages for delivery as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices and terminology.

Bid specification, RFP and advertisement preparation.

Local contractors, vendors and sources of supply.

Technical aspects of researching, comparing and purchasing services, supplies and equipment.

Marketplace and commodity prices and practices.

Use and terminology of requisitions, purchase orders and other purchasing documents.

Record-keeping and report preparation techniques.
General accounting practices, procedures and terminology.
Operation of a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Mathematical computations.

ABILITY TO:

Perform a variety of specialized duties involved in the purchasing of supplies, equipment and services for the College.
Research and evaluate sources of supply.
Obtain verbal and written price quotations.
Prepare, review, verify and process purchasing forms and documents including bid plans and specifications, RFPs, advertisements and requisitions.
Award bids or quotes and prepare and approve purchase orders and contracts.
Order items and services in accordance with established policies and procedures.
Select vendors according to price effectiveness, product quality and vendor reliability.
Interpret, apply and explain established laws, codes, rules, regulations, policies and procedures.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Perform mathematical calculations with speed and accuracy.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and three years paid experience in the purchase of supplies and equipment.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.
Ability to remain in a stationary position for extended periods of time.

Communicating and expressing oneself clearly on a variety of educational topics in conversation with and presentations to others.

Mobility necessary to perform essential functions.

Ability to file and retrieve materials overhead, above the shoulders, horizontally, and below the waist.