

CLASSIFICATION SPECIFICATION

Purchasing Specialist

FT/PT Class Code: 4024, 4524 Pay Grade: B/C 07 FLSA: Non-Exempt Rev. 05/07/07

SUMMARY STATEMENT: An incumbent is responsible for preparing purchase orders, processing invoices, and processing requisitions for equipment, supplies, and services.

NATURE AND SCOPE:

Class incumbent typically reports to an administrative supervisor and is responsible for procurement on campus in accordance with College policies and State procurement regulations. A significant aspect of this work is the need to examine invoices to ensure that prices charged are correct and to interact with vendors to correct any discrepancies.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Reviews purchase requisitions to verify accuracy, and prepares purchase orders contacting appropriate vendor.
2. Solicits quotes, proposals, and/or bids from several vendors and selects lowest/best bid; submits to management for approval.
3. Oversees work of vendors to ensure compliance with contract.
4. Maintains vendor file and resolves any problems that may arise with the suppliers.
5. Receives invoices and verifies accuracy of amounts as well as specification for items and submits to Business Office for payment.
6. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of purchasing.
- ◇ Knowledge of markets, marketing practices, pricing methods, and differentials.
- ◇ Knowledge of purchasing practices.
- ◇ Ability to analyze bids and specifications.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to establish and maintain effective working relationships with suppliers and users.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and four (4) years of relevant experience; or other equivalent combination of education and experience. Experience utilizing automated accounting systems is preferred.