



## JOB DESCRIPTION

<b>JOB TITLE:</b> Purchasing Coordinator	<b>FLSA:</b> Exempt
<b>Department:</b> Business Services - Accounting	<b>Date Revised:</b> 7/11/2016
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-41
<b>Reports To:</b> Comptroller	

### Job Summary

Under general supervision of the Comptroller, the Purchasing Coordinator is responsible for the maintenance and continual improvement of the College's purchasing and vendor cash disbursements system through the establishment and monitoring of compliance with the College's system of internal controls and State procurement laws and policies.

### Essential Functions

- Ensures the prompt and effective delivery of goods and services to the College's departments through the implementation of standardized purchasing procedures which comply with all regulatory guidelines;
- Administers the operation and continual improvement of the procurement system required to identify, and select all materials and services for the College;
- Administers the open purchase order system, including the review of all Purchase Order Requisitions for proper authorization and budget authorization and budget chart fields before forwarding to the Director of Business Services for signature;
- Prepares and distribute all Purchase Orders and Purchase Order requisitions and reconciles requisitions;
- Approves, budget check, post, reconciles and distributes all Purchase Orders;
- Solicits price quotations from vendors on items not requiring formal bidding and place orders after bidder approval is authorized;
- Administers the maintenance of vendor lists for competitive bidding in accordance with State regulations and legislation;
- Administers the preparation of invitations to bid and requests for proposals for the College's major purchases;
- Prepares bid tabulations from responses to invitations to bid and makes recommendations for award of bids;
- Prepares for the approval of the Director of Business Services, then implements and monitors compliance with policies and procedures for managing all purchases of the College;
- Assists vendors in complying with the policies and procedures of the College;
- Monitors the effectiveness of and compliance with internal controls over receiving operations;
- Ensures the proper and timely payment of charges for goods and services received by the College by monitoring the invoice payment process from the initiation of a purchase order through the receipt of the goods or services and billing from the vendor or supplier;
- Administers the disposal of surplus or obsolete property and equipment;

- Monitors Travel Requests for compliance with College Travel Policy and ensures that policies are being followed;
- Reviews all contracts and agreements for compliance issues before they are executed and maintains the College's master contract file;
- Administers the operation and continual improvement of the accounts payable system to insure that timely disposition is made of check requests, travel requests and invoices received by the College;
- Acts as liaison on behalf of the College in the resolution of vendor disputes or questions;
- Administers the maintenance of the College's master vendor list;
- Serves on committees as assigned by the President;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills and Abilities**

- Bachelor's degree in business or a related field and at least two years of experience in purchasing, supply services or business with specific experience in the preparation of estimates and/or bids for the purchase of commodities and services, and in using automated purchasing procedures or an equivalent combination of education and experience;
- Knowledge of generally accepted accounting principles, fund accounting principles, State of Texas statutory procurement requirements;
- Knowledge of purchasing regulations mandated for use by public institutions;
- Ability to communicate effectively both orally and in writing;
- Ability to exercise substantial independent judgment and work with limited supervision;
- Proficiency with a personal computer, 10-key calculator and institutional level computerized accounting systems.

**Work Environment**

- This position is primarily sedentary, working at a desk or attending meetings in a climate controlled office. No exposure to work hazards.

**Special Requirements**

- Ability to work evenings during registration or as required;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date