



**CLASSIFICATION SERIES:**

Purchasing Occupation

**BARGAINING UNIT:**

ACE

**Purchasing Systems and Contracts Specialist**

**SERIES PURPOSE:** The purpose of the Purchasing occupation is to purchase supplies, materials, equipment, and/or services required for operations and/or to provide technical and administrative assistance as needed.

**CLASS CONCEPT:** The class works under general supervision and requires thorough knowledge of purchasing/procurement, applicable regulations, and procedures governing purchasing and public relations in order to review, research, and analyze requirements for goods and services, prepare invitations to bid (ITB), and select vendors to receive ITB and/or to procure all necessary supplies, materials, and equipment for operations, process requisitions and purchase orders, prepare bid specifications, and maintain contacts with vendors. Requires thorough knowledge of software and/or database management systems in order to provide technical and administrative support to internal and external constituents as needed.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Maintains, monitors, and provides support of procurement software and/or related databases for purchasing; monitors functionality and integration between software systems and/or databases.

Serves as the coordinator of purchasing related contract records; maintains contract management software; ensures all contracts and information are accurate and update to date in the system; runs reports as necessary. Coordinates with other University personnel as needed.

Reviews and approves the purchase of goods and/or services as requisitioned by University departments and/or personnel; reviews requisitions for compliance with University policies, local, state, and federal laws and regulations, and modifies as necessary; coordinates and communicates with requestors on compliance matters, budgetary questions, requisitions, and purchase orders, and other related matters; follows up as needed on outstanding invoices. Performs all related duties including data management in applicable software and/or database system and maintains accurate documentation in accordance with university and departmental policy.

Participates and conducts training as needed and/or assigned.

Procures all necessary supplies, materials, and equipment required for University operations; processes submitted requisitions and purchase orders, contacts vendors, compares price quotes and computer percentage discounts, writes specifications, assures accuracy and completeness of purchase orders, printing orders, requisition, and encumbrance; ensures compliance with all established procedures.

Enters purchase order data for acceptance and approval.

Prepares reports as needed and/or assigned; answers inquiries; expedites delivery of purchase orders; reviews departmental policies and procedures and recommends revisions; maintains office filing system for catalogs, contracts, and orders.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: accounting; contracts; records management; systems analysis; data processing techniques and procedures; database management; university policies and procedures\*; administrative practices and procedures\*; office policies and procedures; computer software; basic mathematic principles; standard purchasing/procurement operations; purchasing procedures, policies, and procurement regulations; public relations.

Skill in: use of computer software and related programs and databases; verbal and written communication; operation of computer, programs, and/or applications\*.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical material in books, journals, and manuals; use statistical analysis; originate and edit technical specifications and term contracts; prepare requests for proposals; maintain accurate documentation; develop and maintain a good rapport with vendors; apply principles of purchasing to solve practical, everyday problems; understand technical manuals and verbal instructions associated with purchasing procedures; gather, collate, and classify information concerning term contracts; answer routine inquiries.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in public or business administration, purchasing, materials management, contracting, acquisition management, logistics, or another purchasing related field; or completion of an Associate degree in public or business administration, purchasing, materials management, contracting, acquisition management, logistics, or another purchasing related field and two years of experience in a purchasing/procurement position that involved reviewing requisitions, writing invitations-to-bid, evaluating vendor response, and communicating with vendors and customers.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Not applicable