

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

PURCHASING SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 - C

JOB FAMILY: PURCHASING JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Purchasing Specialist develops and maintains the departmental websites, manages the publishing of all department board agenda items, administrative procedures manual (APM), and provides executive level administrative support. The Purchasing Specialist also has the ability to coordinate the completion of multiple analytical tasks including but not limited to departmental metrics and reporting from various purchasing applications. The Purchasing Specialist also works closely with their department managers regarding the college's Purchasing Card (P-Card) banking institution, and the College's ERP system to administer the College's P-Card program. Reviews and processes requisitions for the purpose of creating a purchase order for procuring commodities and services and ensures that both are complete, accurate, and in compliance with all policies, rules and regulations as set forth by College APM's and Florida Statutes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as a purchasing agent and solicits quotes and issues resultant contracts, purchase orders, and change orders for numerous assigned annual service contracts and commodities. Audits open purchase orders report to maintain compliance with federal, state, and College rules, laws, and policies.

Provides support and technical assistance to PeopleSoft module users and serves as technical lead to troubleshoot workflow and other system issues. Monitors purchasing requisitions and purchase orders within the ERP system.

Assists supervisor in both routine and special department projects, i.e., statistical and financial analysis, research, data compilation, and report preparation for institutional effectiveness and accreditation.

Serves as backup assistance for P-Card program audits by pulling reports and documentation for review.

Serves as administrator to the College's business accounts. Works closely with the sales representatives on ordering process streamlining to increase efficiency and ensure the best pricing possible for the College. Approves any items that have been identified as restricted.

Assists with development and maintenance of departmental internal and external desktop procedures. Works with purchasing staff and managers to identify and assist with process improvement initiatives including updates to Administrative Procedure Manual (APMs), forms, and training documents.

Assists with the P-Card program including processing of new P-Card applications, credit limits, spend profile adjustment requests, new spending limits, single transaction limits, MCC restrictions, closing and deactivating P-Cards, and receiving and distributing procurement cards to new cardholder and existing cardholders. Works closely with the banking institution to resolve any issues a P-Cardholder has with their P-Card. Coordinates and maintains P-Card holders profile information in the ERP system necessary for the P-Card reconciliation process.

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Obtains Board Agenda items for the purchasing department to review and sends to the Associate Vice President of Administrative Services by the submission due date. Serves as the Purchasing Department's webmaster in coordination with the College's IT Department to develop web pages, links and public records; provides daily maintenance to web pages in accord with Florida Statutes to post both solicitations, bids, addendums, and recommendations of award postings to minimize protest risks. Publishes tab sheets to the Purchasing Bid Schedule page and updates and maintains other pages on Purchasing External Website. Independently facilitates and manages the development of Invitations to Bid, Requests for Quotations, and preparation of solicitation specifications for assigned contracts and commodities. Consults with other College employees to determine the proper method of procurement and contracts and/or resources available to meet their commodity and/or service need.

Processes supplier requests via entering supplier's information into the College supplier module. Responds to inquiries from departmental staff and suppliers pertaining to suppliers and supplier entries.

Performs related duties as required.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Employee may perform in a lead capacity directing support staff or student assistants as assigned.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency supplemented by three (3) years of related experience.

PREFERRED QUALIFICATIONS

Associate's degree from an accredited institution supplemented by three (3) years of experience in purchasing or related field. Experience in administrative functions, multi-tasking, long range planning, and/or projects that demonstrate a high degree of organization and independent judgment and proficiency in Microsoft Office 365.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

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Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 3/10; 3/21/22