

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1999**

PURCHASING CONTRACTS COORDINATOR

FLSA STATUS: EXEMPT - PAY GRADE: 17 - C

GENERAL STATEMENT OF JOB

Employees in this category perform professional purchasing activities in accordance with Florida Statutes, other applicable regulations, State Board of Education Rules, and FSCJ Administrative Procedure Manuals (APM). Performs sourcing, coordination, and purchasing functions in one or more specific functional areas such as printing services, equipment, maintenance services, computer technology and other goods and services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinate with requisitioning departments to determine specifications and requirements; interface with the accounting and legal departments and with vendors, as required, in completing assigned duties.

Facilitate public bid openings, public evaluation meetings, pre-bid and pre-RFP conferences.

Develop, write, revise, edit, produce and proof requests for proposals (RFP) and contracts for assigned staff and self.

Create, administer and train staff and College evaluation committees in the use of the eRFP method of online solicitation and evaluation.

Request, receive, and evaluate faxed and verbal quotes in accordance with Florida Statutes, State Board Rules, and APM's.

Review bids and proposals for responsiveness including conformity to solicitation specifications, and analyze for competitiveness; develop Florida Statute required postings as a recommendation for awards.

Negotiate prices, terms and delivery with suppliers.

Approve purchase order expenditures of assigned staff up to a designated dollar amount authority of \$75,000.

Review and forward purchase orders above designed dollar amount authority to the Purchasing Manager for review and approval.

Monitor vendor performance.

Ensure assigned staff prepare and maintain official purchasing documentation files for official public record and audit purposes.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the designated supervising administrator.

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SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

An associate's degree from an accredited institution and five (5) years of related experience which provides knowledge of purchasing processes, applicable laws and regulations, and relevant accounting processes.

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.

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.

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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: 11/99; revised 4/04; revised 3/09