Job Title: Coordinator, Procurement
Reports to: Director of Business Services and Public Safety
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
Procures all goods, materials, and services in compliance with College procedures, UCC, SBE rules and Florida State Statutes. Reviews and guides College employees and administration regarding the procurement process. Manages the competitive solicitation process to include all public openings and evaluations. Coordinates the maintenance and retention of detailed records related to purchase orders, vendor products, bids, quotations, prices, and other purchase information in accordance with Florida State Statutes.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Investigates and resolves disputes or discrepancies with vendors and College departments that may arise in the procurement process.
3. Issues competitive solicitations; records and evaluates responses, and prepares procurement recommendations. Negotiates with selected suppliers to obtain the most advantageous prices, terms, and conditions.
4. Processes online requisitions into purchase orders, ensuring that all accounting and ordering data are correct and in accordance with College procedure.
5. Communicates effectively and maintains relationships with vendors, the College community, and other cooperative purchasing groups.
6. Keeps faculty and staff abreast of information and makes recommendations regarding changes in contracts, new technology, market prices, delivery times, and industry trends. Evaluates and recommends to users new or alternate products that will provide greater efficiency and economy without sacrificing required quality or other values of importance.
7. Manages use of the State College of Florida, Manatee-Sarasota American Express Credit Card for purchases.

8. Works with Accounting Department in closing the Fiscal Year end.

9. Utilizes on-line purchasing system and Internet to place or cancel orders, verifies account detail, assists departments with requisition or approval problems. Troubleshoots information system for errors or suspended transactions. Performs research and retrieval of records and data.

10. Locates and qualifies sources of supply including minority-owned, women-owned, local, and small businesses. Prepares data reports on expenditures from these sources as required.

11. Advances ethical relationships among suppliers, their representatives, and all College personnel. Protects the College’s reputation for fairness and integrity in all transactions with the business community.

12. Manages all assigned projects from initiation (inquiry and planning) to satisfactory completion (acceptance and payment).

13. Develops, maintains, and updates procurement rules, policies, and procedures.

**Job Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree and one to two years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
• **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of basic word processing, and database, software. Must have intermediate knowledge of spreadsheet software. Must be able to use College e-mail, current College database systems and other College required software.

• **Certificates and Licenses:**
  CPPO, CPM or similar certification preferred but not required.

**Responsibility for People and Property:**
This position is responsible for all College procurement activities.

**Responsibility for Communication:**

• **Internal Contacts**
  This position has routine contact with all levels of College staff.

• **External Contacts**
  This position has frequent contact with suppliers, government agencies, and the general public.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to use manual dexterity and to talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Knowledge of the College’s mission, purpose, and goals.**
2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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