

# **PURCHASING SPECIALIST**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before September 22, 2019.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**  
Northshore Technical Community College  
65556 Centerpoint Boulevard  
Lacombe, LA 70445  
Telephone number: 985-545-1262  
Email: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)

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## **SUMMARY:**

The Purchasing Specialist shall report directly to the Purchasing Manager. Performs advanced journeyman, complex level procurement tasks in a purchasing environment for a multi-campus technical community college. The Purchasing Specialist provides purchasing and accounting assistance to Purchasing Manager and Director of Accounting.

## **QUALIFICATIONS:**

**Required Knowledge, Skills, & Abilities:** Demonstrates understanding of the technical community college mission and practices an open door policy. Has intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

Communication  
Customer and Student focus  
Building relationships  
Organizing & planning  
Analyzing and solving problems  
Evaluate situations & make sound decisions

**Required Education:** Bachelor's degree from an accredited college/university in the field of Accounting, Business, or a related field.

An Associate's degree plus two years professional procurement experience may substitute for the Bachelor's degree requirement.

## **Additional Preferred Qualifications:**

Previous higher education experience

## **RESPONSIBILITIES:**

1. Performs complex tasks for four campuses and multiple satellite locations from the time of need until the materials and or services are received and approved for use by the campus.
2. Performs advanced journeyman, complex level procurement tasks in a purchasing environment which has unlimited purchasing authority within exempt commodities.
3. Serves as staff specialist and /or lead worker in varied areas of specialty such as STEM, Diesel Powered Equipment, Electric Line Technician, Nursing, etc.
4. Performs all procurement tasks for all commodities for the main campus and branch campuses which involves purchasing all equipment, supplies and services by preparing specifications, selecting vendors, soliciting, evaluating bids for price, delivery, terms & conditions and awarding to the lowest responsible and responsive bidder whose bid meets the requirements and criteria as set forth in the solicitation. These duties require detailed knowledge of laws, policies, procedures, rules and regulations pertaining to the specialized areas mentioned above. Handles lease purchase transactions for all campuses within the College.
5. Reconciles invoice(s) to requisition(s) and receiving documentation and submits completed file to accounts payable for payment.
6. Serves as the lead worker over the other campus' functioning purchasing receivers/coordinators.
7. Schedules and conducts pre-bid conferences as required.
8. Prepare bid specs for all commodities, based on the requisition, once bids are received, prepares bid summary. Then prints purchase order in SIS software system. Once signed, order the goods. Follows up on deliveries, receives all goods, receipt and quality of materials.
9. Corresponds with vendors and staff on contract terms, deliveries, quality and order changes.
10. Responsible for coordinating and notifying Property Control Officer of moveable state property.
11. Processes all purchases as directed not requiring bids. Once goods are received and invoiced, codes for input into SIS.
12. Researches items that might be on state contract for price and availability and creates a Purchase Order from this information, when this type of procurement is deemed the most economical.
13. Consolidates purchases of like or common items to obtain maximum economic benefit for the agency.
14. Assists in review, analysis and evaluation of policy and procedural changes to assess impact on programs or field offices (campuses).
15. Exercises the authority to require the staff to comply with the State Purchasing Laws, rules, regulations, policies, standards and procedures to ensure that the procurement function is followed and to insure that proper legal and budgetary reviews are made.

16. Establishes and maintains records of procurement transactions; establishes and maintains files of qualified vendors and procurement policies and procedures.
17. Researches the State's computerized Vendor List for Small and Emerging Business vendors and vendors of specialized goods and services.
18. Reviews and enters requests for new vendors.
19. Provides training, workshops, and guidance to other agency personnel in procurement related tasks, including specialized items being purchased. This includes the complex specialty areas of STEM, Diesel Powered Equipment, Electric Line Technician, Nursing, etc.
20. Provides direction, training, and guidance to campus personnel in resolving routine and non-routine procurement related problems. Investigates complaints on behalf of vendors and agency personnel and issues and recommendations.
21. Maintains a working relationship with facility administrators and instructors as procurement agent, solving procurement related problems.
22. Conducts periodic audits of the purchasing records to ensure compliance with laws, rules, regulations, policies, standards and procedures.
23. Serves as the lead worker to provide advice and technical assistance to Purchasing
24. Receivers/Coordinators for all campuses.
25. Provides oral and written interpretation of policies and procedures, rules and regulations, revised statutes and internal guidelines for agency personnel and vendors and makes sure they are complying.
26. Updates agencies procurement procedures as needed. Works with outside agencies to procure goods and services.
27. Participates in meetings and hearings with State Purchasing officials.
28. Attends other workshops and training seminars pertaining to purchasing. Analyzes technical information on new or improved items suitable for agency needs and makes recommendations to administrators.
29. Serves as the petty cash custodian.
30. Serves as a P-Card holder responsible for following procurement codes and uploading backup documentation into the Works system.
31. Performs other duties as assigned by the Purchasing Manager and/or Director of Accounting.

## 1. Skills/Abilities/Knowledge:

**SKILLS** are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

**KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

**ABILITY** is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel. Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

## PHYSICAL REQUIREMENTS:

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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:** Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

## Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.