



Purchasing Specialist

Department: Fiscal Services	Effective Date: 07/01/2015
Reports To: Associate Vice President, Fiscal Services	Team: Administration
FLSA Status: Nonexempt	Job Status: Full-time
Salary Grade: 10	Job Classification: Support

Position Summary:

The Purchasing Specialist is responsible for the implementation and management of procurement contracts and pricing agreements, along with identifying sources of supply that are consistent with the standards of quality, quantity, and delivery required at competitive prices for Frederick Community College equipment, materials, and services needs and procurement of same. All purchasing practices shall be in accordance with state and county regulatory requirements and with the principles and intent of the Board of Trustees policy and procedures.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Responsible for procurement of supplies, services and equipment and determines methods of procurement in accordance with College procurement policies, with the exception of formal solicitations.
2. Identifies, manages and administers piggyback contracts for supplies, services and equipment with outside partners.
3. Procurement and administration of sole source contracts.
4. Monitor vendor purchase history to keep in compliance with College procurement policies.
5. Establishes sources of supply that are consistent with standards of quality, quantity, and delivery required by the College, at competitive prices.
6. Participate in pre-procurement planning with internal clients; review usages to determine where contractual agreements are economically advantageous; coordinate/consolidate the needs of various departments to achieve economies in commodity costs and processing costs; develop, coordinate, and report to AVP of Fiscal Services on cost reduction efforts.
7. Develop and distribute internal procurement status reports; conduct presentations to management on procurement activity.
8. Serves as the primary contact for outside vendors.
9. Maintains quality of supplies, services and equipment by defining standards and determining sources.
10. Responsible for monitoring and maintaining Purchasing Department's Internet and Intranet websites.
11. Responsible for posting formal bid solicitations, addendums, and awards to College Bid Boards and e-Maryland Marketplace.

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12. Maintains central repository (hard-copy and electronic database) for all College contracts and agreements (service, lease, MOUs, financial, clinicals, performance, articulation, A/E, constructions, etc.).
13. Maintains positive professional relationships with all departmental and College personnel, vendors, contractors, consultants, and with the public.

Required Minimum Qualifications:

1. Bachelor's degree.
2. Two years of purchasing experience.

Desired Qualifications:

1. Experience reviewing/executing contracts.
2. Professional certifications such as CPPB, CPPO, CPSM, CPCP.
3. Experience with PeopleSoft.
4. Experience developing RFQs.
5. Experience training and assisting others in purchasing procedures.
6. Experience in public sector or higher education.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.