

JOB DESCRIPTION

JOB TITLE: Purchasing Specialist

REPORTS TO: Controller

CLASSIFICATION: Professional I

STATUS: Full-time, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Manage all Purchasing activity for CSC within the regulations established by the Oklahoma State Regents for Higher Education (OSRHE), Office of Management & Enterprise Services (OMES), and OSU/A&M Colleges. Manage vendor quotations, purchase requisitions, purchase orders, and vendor correspondence. Support Executive, Fiscal Services VP, Controller, and other employee requests as necessary in support of capital projects, new ventures, and all other purchasing-related activity. Maintain campus Property Management policies and procedures to ensure CSC's compliance with Federal and State law.

DUTIES AND RESPONSIBILITIES:

- Manage all local responsibilities associated with request for proposals (RFP) and quotes (RFQ) involving capital projects and large-scale ventures
- Work seamlessly with OSU's Purchasing Department, CSC management, and local contractors
- Manage the completion of Strategic Initiatives assigned to CSC's purchasing organization
- Utilize OSU and OSRHE procedures manuals to govern CSC's Purchasing compliance as measured by internal and external audits
- Review encumbrances report periodically to ensure that budget allocations are not exceeded
- Support internal and external audit activity and present material as requested
- Interact with employees regarding available budgets which affect their buying decisions
- Provide excellent customer service at all times and report accurately and on a timely basis
- Review labor and material cost during the vendor selection process as PO's are initiated
- Coordinate and run meetings with Vendors and CSC Employees as necessary
- Monitor the conformance of contractors to terms and conditions of their contracts
- Attend conferences and training activity periodically to ensure compliance and standardization
- Hold the purchasing card for CSC and utilize the card for employee purchases
- Perform special assignments requested by CSC's Executive Staff that may involve research and data compilation.

- Other duties as assigned

Property Management: (perform as the backup)

- Maintain Connors State College Property Management Policy Guidelines
- Work within the OSRHE and OSU A&M framework to carry out associated duties
- Accountable for retrieval of records for current and disposed property
- Coordinate logistics for surplus property auctions, including securing date(s), auctioneer and other workers, transport vehicles, and other related duties
- Secure vehicle registrations for new vehicles or annual renewals with the DMV office
- Support CSC Controller and IT to ensure tagging and recording of new property

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong PC Skills, including MS Office (MS Word, Excel) and Internet Explorer
- Ability to work independently, exercise good judgment and leadership
- Apply OSU A&M Purchasing policies and regulations
- Apply Office of Management & Enterprise Services (OMES) Purchasing Regulations
- Proficient in processing requisitions and purchase orders
- Demonstrated willingness and ability to act ethically and socially responsible
- Excellent verbal, written, and interpersonal skills
- Trustworthy in managing confidential information
- Excellent organization and recordkeeping skills
- Effective and innovative team player
- Knowledge and familiarity with OK Corral and FRS Purchasing systems
- Knowledge of finance, accounting, budgeting, and cost control procedures
- Ability to apply and develop employee performance and management skills

EDUCATION/EXPERIENCE REQUIRED:

- Associate degree required, bachelor's degree preferred
- Minimum of 3-5 years' experience in Purchasing Management or related field required
- Purchasing Management experience in Higher Education or with state agency preferred
- Demonstrated effectiveness in problem solving, critical thinking, and communications
- Certification in Supply Chain Management and/or Professional Purchasing Certificates desired

SPECIAL REQUIREMENTS:

- Must be able to stoop, bend, and lift up to 25 pounds
- Must be able to travel between all campus locations to support work effort

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.



SIGNED: _____ **DATE:.** _____

