

SPOKANE TRANSIT
POSITION DESCRIPTION

For
PROCUREMENT COORDINATOR

NATURE OF WORK

Position assists in the procurement of goods and services, and the development and maintenance of a system of inventory control, for Spokane Transit.

SUPERVISION RECEIVED

Position receives general direction from the Purchasing Manager.

SUPERVISION EXERCISED

May act in the absence of the Purchasing Manager and/or the Senior Procurement Manager to provide direction to technical and administrative support staff and supervise departmental employees.

ESSENTIAL FUNCTIONS

Coordinate and manage purchases of materials, finished products, supplies, capital improvements and equipment, and contract services for Spokane Transit.

Assist in the development of purchasing policies and procedures in accordance with statutory requirements and good business practices. Assists in establishing standards for departmental operation.

Investigate new products and systems. Conduct cost-of-work analysis to evaluate potential savings through change of systems and equipment. Review quantities to purchase and schedules purchases and deliveries.

Prepare and issue Request for Proposals (RFP's), Invitation for Bid (IFB's), Request for Qualifications (RFQ's) and Invitation for Quote (IFQ's). Review scopes of work and general bid specifications, conduct pre-bid interviews, and analyze quotes, bids, and proposals. Evaluate and recommend the selection of suppliers.

May assist in fulfilling Disadvantaged Business Enterprise (DBE) requirements for the agency.

Determine and prepare type of purchasing or contractual instrument required, e.g., purchase order, contract, lease, lease/purchase, rent or other method of acquisition. Confer with Contracts Compliance Specialist on development of legal conditions of instruments and negotiates conditions and contract changes and adjustments with suppliers. Recommend termination of contracts, when necessary.

Ensure compliance with federal and state regulations and adherence to STA policies and procedures.

Maintain a system of inventory management to include: oversight and development of inventory classifications, maintaining minimum stock levels and inventory balance, establishing stock and parts identification system, issuance of materials from stock to user departments, and periodic cycle counting.

Meet regularly with division and department heads and with members of the business community to conduct normal business and to assist them in understanding how to best utilize the purchasing function and how to do business with STA in a manner advantageous to both.

Assists with preparing departmental budget, managing approved funds, and maintaining all purchasing records, data, and information to include general purchase and price records, parts history and stock consumption records, bid specification files, materials and standards specification files, catalog files, and all other records required to assure the effectiveness and efficiency of the purchasing function.

Recommend best method of obsolete asset disposal and performs these responsibilities in accordance with STA regulations on a timely basis, as necessary.

Represent Spokane Transit in professional and positive light to the community.

Provide excellent customer service to all customers both internally and externally.

Display and practice STA's Core Values in the workplace.

Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.

Must be able to represent STA accurately and honestly in any legal proceedings that may result from the normal performance of the position.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as assigned by their supervisor and/or Spokane Transit.

MINIMUM REQUIREMENTS

Training and Experience: A Bachelor's degree in business, accounting, or public administration with a preferred emphasis in purchasing or materials management, and three years related work experience including direct responsibility for procurement contract management, specification preparation, inventory control and employee supervision. The educational requirement may be substituted, on a year for year basis, with related post-secondary education, training, professional certification, and/or additional qualifying work experience.

Physical Capabilities: This position includes physical activity requiring frequent handling and moving of objects and materials.

Must be able to receive detailed information through verbal communication and to make discriminations in sound.

Exert up to 50 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

Visual acuity to determine depth and field of vision. Must be able to see well enough, with or without correction, to read small type.

Manual dexterity to write and use office equipment.

Computer Skills: Proficiency within the Microsoft environment.

SELECTION FACTORS

Considerable knowledge of contract/procurement language, terms and conditions, and current and effective purchasing, inventory and administrative practices and methods.

Knowledge/ability to operate a variety of office equipment, including computers.

Ability to review, understand and potentially write specifications of a legal and technical nature.

Ability to communicate in written and verbal form on a professional level and to understand and execute verbal and written instructions.

Ability to establish and maintain good public and employee relations.

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Ability to learn rapidly and quickly the activities, policies, and procedures of the transit organization and of all applicable local, state, and federal laws, regulations, and procedures relating to contracting and procurement.

Ability to keep complex records, compose complex and detailed correspondence and technical specifications and to perform duties and responsibilities without continuous referral to the Purchasing Manager.

WAGE

In accordance with the Spokane Transit Salary and Compensation Policy.

AA/EEO

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature

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