



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Purchasing
POSITION NO.	502919
LOCATION	Knight
REPORTS TO	Director Purchasing
GRADE	PSA 9
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	April 2014

JOB SUMMARY:

The Community College of Rhode Island Purchasing Department is a business service unit established to support the educational, business and grant procurement activities of the College. The role of the Purchasing Coordinator will assist the Purchasing Department by providing clerical support and assisting in the day-to-day procurement functions for all Community College of Rhode Island campuses and facilities.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Purchasing Operations:

- Assist in the processing of purchase orders for goods and services for all CCRI campuses and facilities.
- Assist in the tracking of contracts and agreements related to procurement activities.

Community Outreach/Departmental Support:

- Assist requisitioners with any issues or concerns they may have.
- Notify and assist departments that have expiring contracts that need to be re-bid.
- Notify the college community of any updates and additions to the Master Price Agreement list made available by State of Rhode Island Division of Purchases for State Agency utilization.
- Provide information to the Accounts Payable Office as required to ensure timely payment to vendors.

Vendor Relations:

- Interact with other state agencies and public vendors as needed to accomplish departmental goals.
- Assist with opening of bids, tabulation of bids and issuance of purchase orders to the appropriate vendors.

Other:

- Other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Associate's degree in a business administration field preferred or 3 years related experience.
- Working knowledge of Excel and Word required.
- Must be able to work independently and exercise independent judgment.
- Experience coordinating simultaneous multiple projects required.

- Strong interpersonal, organizational and communications skills required.

PREFERRED QUALIFICATIONS:

- Bachelor's degree with two years of related experience.
- Professional experience in a high-volume office environment.
- Work experience in Rhode Island State/Municipal office environment preferred.
- Experience with on-line purchasing systems preferred.
- Experience in RI State system preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.