

Santa Clarita Valley Food Services Agency

Position Description

Position: Purchasing and Inventory Control Coordinator	Position Number: 2.80
Department/Site: Central Kitchen	FLSA: Non-exempt
Reports to/Evaluated by: Director of Finance & Administration or his/her designee	Salary Grade: 118

Summary

Organizes, coordinates, and performs advanced technical purchasing services associated with the procurement, delivery, and quality of supplies, equipment and services. Facilitates and monitors open purchase orders and specific product and service contracts, and coordinates assigned activities with other departments, outside vendors and agencies, and the general public.

Distinguishing Career Features

The Purchasing and Inventory Control Coordinator serves as a senior-level purchasing specialist and team leader, providing guidance over departmental activities. Advancement to this position is based on need and requires the ability to facilitate bid development and review processes for a variety of goods and services, develop technical bid specifications, evaluate vendor performance, and evaluate inventory trends.

Essential Duties and Responsibilities

- Coordinates and performs operational purchasing activities for the central production unit and school sites. Oversees procurement and accounting of dry and perishable goods, supplies, equipment, and services.
- Coordinates purchasing activities to assure efficient receiving, warehousing, file and account documentation, and distribution of purchased items. Reviews trends in material and supply usage. Adjusts re-order points and cycles to comply with needs.
- Working with all departments, develops uniformity and quality specifications for goods and services used by the Agency. Sets up delivery and customer service standards for vendors doing business with the Agency.
- Researches, contacts, and selects potential vendors to receive proposals for price, quality, and timeliness of delivery. Makes independent judgement on purchases up to authorized dollar limits and specifications. Recommends current and/or new vendors. Conveys delivery, inventory, and quality goals to vendors.
- Establishes and communicates patterns of supply and product usage so that vendors can anticipate needs and meet requirements. Learns vendor cycles and procedures to optimize delivery time.
- Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.
- Maintains purchasing and inventory records of all sites served. Records quantities in formats that support further analysis of buying trends and costs.

- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
- Develops and maintains a directory of vendors. Pre-qualifies vendors based on price, service, quality, etc.
- Facilitates and prepares bid documents and requests for proposals. Works with department management and outside professionals to obtain specifications. Coordinates chronological activities connected with competitive bid processes, including references. Ensures compliance with applicable laws, rules and regulations.
- Participates in making contract awards to vendors based on successful bid and compliance with the Agency's purchasing policies, procedures, standards, and needs.
- Ensures that vendors comply with and supply evidence of insurance coverage, workers compensation, and other documentation required for contracted services.
- Working with warehousing and accounting, plans, organizes, and coordinates the conducting of physical inventory for the Agency's fixed assets.
- Studies information and document flow through purchasing and warehousing. Suggests improvements that expedite decisions and purchasing activity.
- Maintains up-to-date knowledge of trends in purchasing and updates to the Agency's purchasing programs. Trains department staff in application of new procedures and techniques for purchasing.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of purchasing, procurement, and inventory control programs, including warehousing and accounting for fixed assets. Requires in-depth knowledge of Agency organization, operations, policies, and objectives governing purchasing. Requires in-depth knowledge of the methods used for verifying and accounting for fixed assets and inventory levels. Requires knowledge of and skill at using computer-aided office productivity applications and specialized programs supporting purchasing and inventory control. Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios. Requires well-developed communications skills to carry on price negotiations and convey technical concepts. Requires professional writing skills sufficient to prepare bid documents and specifications.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to organize work and time sensitive processes for successful operation of the department. Requires the ability to prepare and facilitate bid documents and processes. Requires the ability to write contractual language. Requires the ability to evaluate and compare price and specifications for goods and services. Requires the ability to inspect, identify, describe, and account for inventory levels and fixed assets. Requires the ability

to negotiate prices, delivery, and warranties that benefit the Agency.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position typically requires an Associate's degree from an accredited college with major course work in purchasing, materials management, business, or a related field plus 2 years of increasingly responsible purchasing, materials management, and distribution experience in a multi-site educational institution or similar public service agency. Additional experience may substitute for some higher education.

- **Licenses and Certificates**

Valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist. May include work in a warehouse setting with some exposure to safety considerations.