

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Purchasing Coordinator

**DEPARTMENT:** Business Office

**REPORTS TO:** Controller

**SUPERVISES:** N/A

**FLSA:** Exempt  Non-Exempt

**DOCUMENT STATUS:** New/Date: \_\_\_\_\_ Revision # 4 Date: 10/03/2023

**TRAVEL:** Occasional travel is expected

**SALARY:** \$40,000.00 - \$45,000.00 (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:** 10 hours/month      **ANNUAL LEAVE:** 15 hours/month

**COLLEGE-WIDE**  **CAMPUS:**  **RANGELY**  **CRAIG**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success by preparing students for local and global citizenship, anticipating, and responding to the needs of surrounding communities, and contributing to evolving regional economic developments. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, the National Park Service Academy, and a Paleontology Plan of Study. We also offer great opportunities for students in our Automotive Technology, Cosmetology, Cybersecurity, Dental Hygiene, and Nursing programs. The college provides AA, AS, and AAS degree programs, along with certificate programs for students to have excellent choices for their career plans.

**GENERAL SUMMARY:**

This fulltime position will strategically oversee, manage, evaluate, and review the procurement of both goods and services for the college. This includes awarding procurement and vendor selection for goods and services i.e., Documented Quotes (DQ), Invitation for Bids (IFB), Request for Proposals (RFP) and Sole source request. This position will be responsible for ensuring compliance with all procurement policies and negotiate and prepare draft contracts with the awarded vendors. The Purchasing Coordinator serves as the college expert regarding purchasing methods, systems, workflows, and cost reductions.

**PRIMARY DUTIES:**

1. Evaluate and process purchase requests. Review requests and determine the appropriate procurement process to be utilized after considering State procurement and fiscal rules, regulations, and internal policies and procedures. Clarify product specifications and research

product availability. Provide superior customer service to campus and serve as a facilitator of value added procurements. Meet regularly with key customer groups and seek to understand and manage purchasing needs. Provide visibility to status of purchase requisitions and sourcing projects. Act as the purchasing agent for the college, issue and sign all purchase orders and related change orders.

2. Direct and encourage use of state approved vendors from state award data. Take necessary steps to approve and enter new vendors into master vendor file as needed.
3. Provide leadership in the college's efforts to minimize costs and maximize value. Perform expenditure analysis to identify excessive cost, find efficiencies and leverage buying power.
4. Solicit formal and informal bids and requests for proposal documents. Gather and disseminate information to clarify vendor questions regarding specifications. Ensure bid documents are complete and accurate. Assist CNCC managers with understanding, implementing, and complying with state procurement processes. Research and evaluate vendor products and services. Using Colorado CORE system, prepare, tabulate, and evaluate results of bids and proposals. Notify vendors and internal staff of results of solicitations.
5. Act as alternate to the Controller for the management of the procurement card program at the college. Authorize issuance of procurement cards to employees and provide training to all cardholders. Manage procurement card program compliance and develop procedures and processes to maintain compliance. Review each P-Card transaction and audit procurement card transactions to verify no exceptions to State procurement code and fiscal rules and regulations. Analyze, monitor, and clear exception reports.
6. With approval of Controller seek out and attend procurement training opportunities to remain current on State purchasing requirements. Develop and regularly update training manuals and procurement documents. Engage appropriate cross functional teams to address purchasing issues and incorporate feedback received from campus into processes, while complying with applicable regulations. Train college in procurement rules and processes.
7. Act as alternate to the State Travel Compliance Designee for the college, oversee the travel card program of the college. Authorize issuance of travel cards to employees and provide training to all cardholders. Manage travel card program and review all transactions to verify compliance in accordance with State Travel Management rules and procedures.
8. Ensure the integrity of the purchasing system and maintain records and other appropriate documentation for all procurement activities related to Purchase Orders, Solicitations, Sole Source Documentation, and any additional documentation controlled by the Purchasing Coordinator.
9. Prepare reporting as required from the State Division of Purchasing.
10. Identify, code, and tag equipment that meets capitalization threshold for fixed assets, report to Assistant Controller for posting to General Ledger.
11. Manage cell phones for college, order new lines or replacements as needed.

12. Maintain copier leases, schedule repairs and order supplies for all college leased copiers. Report monthly meter readings to vendors.
13. Assist with year-end tasks as needed.
14. Perform other duties as assigned.

### **ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

1. **Education and Training:** Associates Degree in Accounting or other closely related field from an accredited institution, OR 1-2 years of professional experience in purchasing.
2. **Other Qualifications:**
  - Excellent written and oral communication
  - Customer service skills
  - Must be proficient with PC, Microsoft Word and Excel
  - Calculator experience
  - Team oriented
  - Willingness to learn.

### **PREFERRED QUALIFICATIONS:**

1. **Education and Training:** Bachelor's Degree in Accounting or closely related field
2. **Other Qualifications:**
  - Higher Education experience or experience managing programs requiring detailed analysis.
  - Demonstrated knowledge of Generally Accepted Accounting Principles.
  - Experience with the State of Colorado Procurement and Fiscal Rules.
  - Experience with large volume purchasing procedures.
  - Analytical thinking and problem solving skills.
  - High energy, multi-tasking ability for providing excellent customer service.

### **APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume, and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or [jennifer.rea@cnc.edu](mailto:jennifer.rea@cnc.edu) and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or [brett.caskey@cnc.edu](mailto:brett.caskey@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or [angela.miller@cnc.edu](mailto:angela.miller@cnc.edu).

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

#### Title IX/EO Coordinator

Name: Jennifer Rea  
Address: 500 Kennedy Drive, Rangely, CO 81648  
Phone: 970.675.3229

#### Deputy Title IX Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

#### Deputy EO Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

#### ADA/Section 504/Title II Coordinator

Name: Brett Caskey  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3213

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing	X					
Balancing	X					
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity			X			
Pushing/Pulling		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e., clothing, safety equipment required, activities performed)	X					
Exposures (i.e., fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles	X					
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
<b>Other environmental requirements:</b>						

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_