



Careers

Procurement Specialist

Department: Administration

Location: Bonita

Basic Function: Under general direction, the Procurement Specialist provides a centralized purchasing and procurement service to ensure efficiency, cost savings and best practices and leads others to remain in compliance with CDA policies and procedures and contractual rules and regulations.

Minimum Qualifications: Bachelor's degree in Business Administration, Finance, Economics or closely related field; strong work ethic with two to five years of demonstrated purchasing and procurement experience, involving writing, approving solicitations, explaining contracting requirements, developing or approving product specifications and developing scope of work for professional services; must be able to gather and analyze data, reason logically and accurately, and draw valid conclusions.

Must be able to read, interpret and follow applicable federal, state and local laws, policies and procedures related to procurement requirements, including knowledge of insurance and bonding requirements.

Must be able to purchase items of the right quantity and quality, from the right source in a cost effective and timely manner; clearly and accurately express the needs of CDA to a wide spectrum of vendors; perform responsible and difficult administrative work; use independent judgment and initiative in making sound decisions and in developing solutions to problems.

Must be able to manage the flow of information effectively; plan, organize, and schedule procurement priorities.

Must possess excellent writing and editing skills; keen attention to detail, professional writing style, consistency, and ability to produce error-free work; strong organization, time management, prioritization, problem-solving, and communication skills. Proficient in Microsoft Office products, including Outlook, Word, Excel, and Power Point.

Must be able to provide a bridge for smooth communication between the Administrative and Facilities Manager and internal departments; demonstrate leadership and professional representation to maintain credibility, trust and support with senior management staff, vendors and the general public.

Must have reliable transportation, good DMV record and provide a valid California Driver's License with proof of auto insurance and registration; position is contingent upon a successful Background Check and Fingerprint Clearance.

Essential Duties and Responsibilities:

1. Support Administrative and Facilities Manager in building relationships crucial to the success of purchasing and procurement; implement strategies, objectives ensuring professional and ethical standards are maintained at all times.
2. Organize, plan and write Requests for Quotes, Invitation for Bids (IFB), Request for Proposal (RFP) integrating technical information from departments; review requirements for reasonableness, recommend and apply the appropriate procurement strategy, determine method of payment, ensure approved terms and conditions and solicit requirements with the assistance of subject matter experts.
3. Request and receive quotations, bids, and proposal offers according to policies, rules and regulations; negotiate prices, terms, and contracts; make award determinations; issue purchase orders to procure

- supplies and equipment, based on CDA policies; prepare revisions to purchase orders when requirements change or costs exceed original order.
4. Monitor contracts and orders to ensure accurate receiving of products or services; reconcile discrepancies between invoices and purchase orders; resolve differences between end users and vendors.
 5. Conduct or assist with pre-bid/proposal meetings and vendor interviews as needed; prepare documentation of meetings and interviews; ensure compliance with solicitation requirements, policies, and procedures; analyze bid proposals to ensure all required standards are met, and complete bid evaluation reports.
 6. Conduct formal bidding process for complex projects, such as equipment or non-routine procurement, including the vendor prequalification process, as needed; prepare and assist with the formal bid evaluation and Requests for Proposals, including preparation of vendor matrix, as needed.
 7. Work with the Administrative & Facilities Manager during contract negotiations, including documentation for the appeals process, and in the event of a bid protest.
 8. Train authorized employees on purchasing and procurement procedures and requirements; serve as an expert resource by advising department representatives on purchase methods and may recommend substitutes.
 9. Prepare, submit and maintain State requests for purchase; compose, edit, and proofread correspondence and other documents independently to support agency-wide procurement objectives; check and compare data included for accuracy and completeness.
 10. Resolve purchase order/invoice discrepancies with management team throughout the procurement cycle to assist the budgeting team; ensure issues are identified, analyzed and prevented for continual process improvement.
 11. Review purchase requisitions for completeness, request appropriate funding allocation, and evaluate the method of procurement to be used; determine specification requirements and vendor.
 12. Coordinate the assessment team to provide regular updates about procurement-related progress and potential delays, evaluate offers; provide accurate vendor record analysis and reports.
 13. Contribute to the development of new policies, priorities and objectives regarding the work of procurement; update and maintain CDA Procurement Handbook; remain abreast of changes to policies, rules and regulations to ensure CDA maintains regulatory compliance at all times.
 14. Perform other duties as assigned; supports ongoing and special projects, as needed.

Work Schedule: Full-time, 40 hours per week, Monday – Friday 8:30 AM to 5:00 PM

Salary: \$26.50 per hour; Non-Exempt

Benefits: Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

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