Saint Michael's College  
Job Description

Job Title: Purchasing Specialist

Department: Business Services

Supervisor or Manager: Director of Business Services

Date Created: 12/17/04  Last Revised: 4/3/12  FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objective:  
- Provide procurement services to the campus community in a manner consistent with the mission of the College.

Essential Duties and Responsibilities:  
- Procure goods and services of the best quality and price through competitive bids, negotiated contracts and vendor research.
- Maintain a professional, helpful and positive manner in all encounters.
- Utilize the purchase order system, the department purchasing card or assist individuals in making purchases using their purchasing card.
- Maintain the purchase order system, ensuring those transactions are authorized and the expenses are accurately budgeted so that the Receiving, Accounts Payable and Finance Departments receive the necessary information to perform their functions.
- Create and manage Internet accounts with vendors.
- Loan purchase cards to student clubs for College use, as well as print reports and reconcile monthly statements for these cards.
- Maintain local vendor cards (Costco, Wal-Mart, etc.) for use by employees and students, for tax exemption and discounts.
- Administer Exxon-Mobil card and Speed Pass accounts to include in-house and Internet management, creating reports, reconciling monthly statements and generating vouchers for payment of these accounts in a timely fashion.
- Secure and maintain nation-wide tax exemption status and forms.
- Create, update and maintain instructions for Purchasing office functions for use by work-study students/others.
- Supervise, schedule and train work-study students to perform Purchasing functions.

Secondary Responsibilities:  
- Provide back-up coverage for Accounts Payable Specialist position, including basic knowledge of AP procedures, making payments using purchasing cards or by creating vouchers in Datatel system, creating check selection for payables as required.
- Collaborate with the Accounts Payable Specialist to assist in AP daily functions as workloads require and permit.

Positions Supervised:  
Work-study student(s) for the Purchasing Department when they are required.

Major Contacts:  
- All Business and Auxiliary Services Departments  
- Staff and faculty of the College  
- Students  

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- Vendors  
- General public

**Demonstrates Excellence:**
- Keep foremost the fact that we are all working together.  
- Communicate with professionalism, courtesy and respect in all contacts.  
- Maintain confidentiality in all aspects of the position.  
- Continue to grow and stay current in this position and the field of procurement.  
- Support the employees and students of the College in their procurement needs, budget and time constraints, to assist them to perform their functions in a timely manner and to meet their goals.

**Education and Work Experience:**
Associate's degree or equivalent combination of education and experience.

**Analytic Skills:**
Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

**Language and Literacy Skills:**
- Reads and interprets a wide range of information.  
- May interpret documents to others.  
- Regularly writes reports and correspondence.  
- Able to shift writing style as needed for different audiences.  
- Regularly explains policies, listens to questions, responds, and problem solves.  
- Effectively speaks to individuals and small groups.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
- Work is often performed in a typical office environment requiring:  
- Sitting in a normal seated position for extended periods of time  
- Reaching by extending hand(s) or arm(s) in any direction  
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
- Communication skills using the spoken word  
- Vision sufficient to see within normal parameters  
- Hearing sufficient to hear within normal range  
- No or very limited physical effort  
- No or very limited exposure to physical risk

While performing the duties of Purchasing Specialist, the employee is occasionally required to lift and/or move up to 10 pounds.
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Available to attend Datatel training as needed

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.