

Procurement Specialist
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245467>

Downloaded On: Sep. 26, 2024 11:43pm

Posted Sep. 19, 2024, set to expire Oct. 13, 2024

Job Title	Procurement Specialist
Department	Fiscal Services
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 19, 2024
Application Deadline	10/13/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Administration - Accounting & Finance
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Job Description	

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Procurement Specialist

San Diego Community College District

Closing Date: 10/13/2024

Position Number: 008489

Location: District



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Position Type: Classified

The Position:

Posting Details (Default Section)

Closing Date: 10/13/2024

Open Until Filled No

Classification Title Procurement Specialist

Working Title Procurement Specialist

Location District

Pay Information

Range 1 (\$5,850.00-\$9,529.03) per month based on the 2024 Supervisory and Professional Employees' Association

New employees will begin on Step A (\$5,850.00). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 months

Position Number: 008489

FLSA Status: Exempt (does not accrue overtime)

Position Type: Classified

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Bargaining: Unit Supervisory & Professional

Range: No Response

Department: Fiscal Services

The Position

Applications are currently being accepted for Procurement Specialist in the Fiscal and Business Services, Purchasing and Contract Services department, located at the District Office. Hours are Monday through Friday, 8:00am - 5:00pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

- Excellent customer services and organizational skills.
- Understanding of public procurement rules, laws, and regulations.
- Experience with drafting RFX documents.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

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Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND,
4. Two (2) references listed within the online application.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments):

In person interviews are tentatively scheduled for 11/7/24 and 11/8/24.

Second round interviews are tentatively scheduled for 11/13/24.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);

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- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01710

Major Responsibilities:

Qualifications:

Desired Qualifications:

- Excellent customer services and organizational skills.
- Understanding of public procurement rules, laws, and regulations.
- Experience with drafting RFX documents.

Licenses:

Pay Information:



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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Fiscal Services
San Diego Community College District

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