

Procurement Specialist
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255951>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 17, 2025, set to expire Apr. 28, 2025

Job Title Procurement Specialist
Department Business Services
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Apr. 17, 2025

Application Deadline 04/28/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Procurement Specialist

Rancho Santiago Community College District

Salary Range: Grade 11: \$61,300.66 - \$78,290.33

Job Type: Full Time

Job Number: CL25-01114

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Location: Santa Ana, CA

Division: DO Business Services

Closing: 4/28/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

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The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

Class Summary

Under general supervision performs a wide variety of technical and complex customer service and clerical duties in the procurement environment related to the purchase of various materials, supplies, equipment and services. Assists Purchasing staff with various tasks; performs related duties as required.

Representative Duties

1. Serves as the first point of contact for end users and vendors to provide technical and administrative support; and customer service.
2. Prepares purchase requisitions for the purchase of goods and services for Purchasing, Warehouse, and Mailroom Services as directed.
3. Issues purchase orders utilizing the District's current ERP for leased equipment; maintenance and copy usage fees and various commodities as directed.
4. Participates in the development of training materials related to Purchasing Services trainings for district-wide employees in a classroom environment or via virtual platform.
5. Aids internal staff, current vendors and future vendors related to compliance requirements, Board Policies and Administrative Regulations, Public Contracting Code, Labor Code, Government

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Code and California Education Code as it relates to the procurement environment. Answers questions from departments and vendors concerning purchase requisitions and purchase orders.

6. Participates in accepting Bids and Requests for Proposal packets and filing of such documents once awarded.
7. Maintains a variety of specialized record keeping systems, including but not limited to district vendor registration forms, qualified contractor registration forms, certificates of insurance, W-9s and requested vendor information changes.
8. Participates in the development and maintenance of all Purchasing Services electronic resources including the Purchasing Services resources for vendors and end users; maintains inventory of resources for the Employee Intranet, updates resources, posts resources to the District's website and Employee Intranet.
9. Maintains and updates the District's webpages for Purchasing, Warehouse and Mailroom Services.
10. Produces a variety of materials such as letters, memoranda, district-wide communication, training announcements, departmental reports, prepares reports and vendor information changes for Board of Trustees review and approval, and gathers and summarizes information to create efficiencies.
11. Assists the department with the uploading of Board of Trustees docket items to BoardDocs.
12. Creates new vendor profiles in ERP, currently Colleague, per W-9 forms.
13. Provides staff assistance with registering vendors with the Department of Industrial Relations (DIR).
14. Supports District Office staff with Mailroom inquiries, accepts delivered parcels and logs receipt in Mailroom.
15. Supports Purchasing staff by filing completed purchase orders.
16. Assists in processing budget change forms, transfers of expenditures and monitors budget for supplies, equipment and travel. Completes SBITAs forms and Purchase Agreements.
17. Annually, pulls previous fiscal year purchase orders from files and prepares documents for off-site scanning.
18. Participates in gathering annual contracts renewals from vendors and creates spreadsheets to assist end users with new pricing.
19. Provides Buyers assistance with obtaining information and processing purchase orders, as directed during peak procurement periods.
20. Communicates with district staff and vendors, related to districtwide copiers and processes required forms and purchase orders.

Knowledge, Skills, and Abilities

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1. Knowledge of computer-based software programs that support this level of work, including but not limited to word processing, development and maintenance of spreadsheets, training presentation materials, enterprise resources planning systems related to procurement and finance modules.
2. Knowledge of purchasing methods and procedures.
3. Knowledge of record-keeping techniques.
4. Knowledge of basic bookkeeping procedures.
5. Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
6. Ability to interpret, apply and explain rules, regulations, policies and procedures.
7. Ability to operate a variety of office equipment such as a calculator, computer, copier, scanner, time-stamper, etc.
8. Ability to analyze situations accurately and adopt an effective course of action.
9. Ability to plan, organize and prioritize work.
10. Ability to work independently with little direction.
11. Ability to complete work assigned efficiently with many interruptions.
12. Ability to understand and follow both oral and written directions.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to meet schedules and deadlines.
15. Ability to understand scope of authority in making independent decisions.
16. Ability to review situations accurately and determine appropriate course of action according to the established guidelines.
17. Ability to establish and maintain effective working relationships with others.
18. Ability to work in a fast-paced District office environment; subject to constant interruptions and varying noise levels; frequent interaction with others; sitting, walking, and standing for long periods of time; repetitive use of office equipment and ability to push, pull and lift various office resources such as boxing files, moving supplies from storage location to office, etc.

QUALIFICATIONS

Minimum Qualifications

Any combination of education and experience is required, specifically a high school diploma or GED. A minimum of three (3) years of progressively responsible clerical and office experience is required. One year of procurement experience in the public or private sector is desired. Completed college credit courses in business are desirable.

Additional Qualifications Candidate must demonstrate clear evidence of sensitivity to and

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understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Application Screening Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the

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applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group

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identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4805076/procurement-specialist>

Contact Information

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

Contact

Business Services
Rancho Santiago Community College District

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