

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Procurement Specialist

Unit: Supervisory and Professional

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Job Code: D1199

Original Date: 03/2023

Last Revision: 07/2025

Staff Type: Classified

FLSA status: Exempt

Salary Range: 04

DEFINITION

Under the general direction of the Purchasing and Contract Services Supervisor or other assigned administrator, the Senior Procurement Specialist implements District procurement activities, administers purchase of goods and commercial services, and ensures compliance with applicable laws, regulations, and policies. The position negotiates, prepares, and processes complex contracts, leases, and procurement documents for a wide variety of equipment, materials, supplies and services and coordinates the activities of an assigned procurement unit. The Senior Procurement Specialist uses expert knowledge of the supplier evaluation and selection process and manages the process for high value/high risk projects.

DISTINGUISHING CHARACTERISTICS

The Senior Procurement Specialist classification manages complex, novel, and unique contracting and procurement activities, provides technical guidance and expertise to the Procurement Specialist classification and District stakeholders, negotiates contract and procurement terms, and resolves compliance concerns within a broad framework of laws, regulations, policies, procedures, and standard business practices. The Senior Procurement Specialist acts as supervisor for the Purchasing and Contracts Department as assigned in the absence of the Supervisor.

EXAMPLE OF DUTIES

1. Serve as lead in the development of complex contracts for materials, supplies, equipment, and services in accordance with applicable laws, regulations, policies, procedures, and standard business practices to ensure effective, efficient, and equitable contracting and purchasing services for the District diverse communities.
2. Oversee and lead responsibilities in the daily operations of area of responsibility and provide work direction; assign, review, and approve work of District purchasing staff. Implement and administer procedures and processes relevant to District purchasing processes and adjust for special circumstances as required.
3. Prepare, recommend, present, and negotiate complex, novel, and/or unique contracts and leases of equipment, materials, supplies, and services.
4. Receive, evaluate, analyze, and present bid responses within established specification, terms, and conditions requirements and recommends appropriate action.
5. Provide technical expertise and guidance to diverse District stakeholders on contract and purchasing requests; development, preparation, interpretation, and revision of technical specifications for the procurement and lease of materials, equipment, and lease of services; and applicable laws and policies governing public contracting and purchasing.
6. Provide training and assistance to purchasing personnel to maintain compliance with federal and State regulations and emerging technologies.
7. Interpret and explain laws, regulations, codes, rules, regulations, policies, and procedures pertaining to District procurement, leasing of equipment and/or materials, and contractual agreements to the District's diverse stakeholders, external agency representatives, and prospective bidders in an equitable and inclusive manner.

8. Research and recommend cost-effective methods for procuring and leasing materials and supplies based on need, cost, and storage facilities; evaluate and recommend use of lot bidding for Districtwide procurements; and evaluate and recommend lease or buy options for diverse District stakeholders.
9. Develop, prepare, recommend, and present complex technical procurement specifications and bidding documents for products and services for formal bidding.
10. Research, recommend, and implement strategies to enhance vendor diversity and opportunities for locally-owned businesses operated by historically underrepresented and disadvantaged individuals and communities within applicable legal requirements.
11. Coordinate the development and preparation of annual continuing price contracts and purchase agreements.
12. Interview representatives of current and prospective vendors regarding product specifications, new products and services, trade practices, product availability, and pricing.
13. Identify and recommend alternative sources for supplies and services when local providers are insufficient to meet District needs.
14. Evaluate, recommend, and implement price and performance standards for vendors in compliance with applicable laws, regulations, policies, procedures, and standard business practices and evaluates vendor performance.
15. Identify, evaluate, and recommend resolution for concerns and issues over vendor performance and contract terms and conditions interpretation and application.
16. Review, evaluate, and recommend revisions to policies, procedures, and standard business practices to enhance the effectiveness, efficiency, and equity of Purchasing and Contracts Services operations.
17. Serve on district, college, or other committees and workgroups as assigned; attend meetings and present information regarding assigned campus, worksite, or program as assigned.
18. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
19. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
20. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity; and create an inclusive environment in the Finance and Business Services Division.
21. Perform or delegate the duties of subordinates as necessary to assure the timely preparation and/or processing of purchase orders and required contractual documents.
22. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable California Education Code provisions, Title V requirements, and federal and state laws, regulations, and programs.
Commodity markets, prices, and sources of supply.
Commodity testing organizations and facilities.
Current trends and developments related to contracts and procurement.

District organization, operations, mission, strategic objectives, policies, procedures, and rules.
Effective communication methods, techniques, and modes with diverse stakeholders.
Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
Marketing practices of manufacturers, wholesalers, and distributors.
Principles and methods of negotiations.
Safety and health factors related to various commodities.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively with diverse stakeholders, orally and in writing.
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
Establish and maintain effective working and professional relationships with individuals from diverse communities.
Maintain accurate records and produce detailed, thorough, and accurate statistical analyses and reports.
Maintain appropriate professionalism in stressful situations.
Negotiate favorable contract terms in compliance with applicable laws, regulations, and policies.
Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to telecommunication and telephone services.
Provide instruction and assistance to others in resolving difficult problems.
Purchase and/or lease supplies, materials, and equipment in accordance with cost, technical specifications, and delivery requirements.
Train and supervise assigned personnel.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's Degree from an accredited college or university in business administration, public administration, economic, law, or a related field four years of relevant business experience. Certification as Public Purchasing Officer or its equivalent may substitute for the education requirement.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.