

Buyer 2 - Procurement & Supply Specialist 2
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=254498>

Downloaded On: Apr. 1, 2025 10:21am

Posted Mar. 17, 2025, set to expire Apr. 2, 2025

Job Title Buyer 2 - Procurement & Supply Specialist 2
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Mar. 17, 2025

Application Deadline 04/02/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

Apply Online Here <https://apptrkr.com/6081292>

Apply By Email

Job Description

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Buyer 2 - Procurement & Supply Specialist 2

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Purchasing Office

Salary Range: \$3,910 - \$5,241

Starting salary for this position is: \$3,910 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 04/02/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Procurement & Supply Specialist 2 - Buyer 2

JOB SUMMARY

Under general supervision of the Procurement Manager, this position is responsible for the procurement of varied materials and services in support of multiple departments and programs at the Spokane Colleges while adhering to State regulations and Spokane Colleges policies and procedures. Duties include assisting in the development of specifications, issuing and evaluating bids, awarding purchase orders and contracts, processing procurement requests into purchase orders and researching and fixing issues that may arise throughout the procurement process.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Procure goods and services under the direct buy authority of the institution in accordance with internal policies and procedures, and with adherence to all federal and State of Washington rules

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- and regulations. *
- Assist in the development of specifications, issue bid requests and evaluate responses. Award and issue contracts and POs to the best responsive and responsible bidder. Assist in the complete procurement cycle from PR creation through receipt of goods or services. *
 - Work independently to resolve discrepancies between purchase orders and related supplier invoice, shipment and/or any related freight charges or claims. *
 - Meet with supplier representatives and conduct market research to identify alternative sources of supply to encourage supplier diversity, improve quality and reduce expenses. *
 - Coordinate payments for the receipt of goods and services with the accounts payable team using system processes including vouchers and purchase cards. *
 - Assist campus personnel who input Purchase Requests into the automated requisitioning systems, with understanding what data must be included in the PR and with understanding the laws and regulations regarding public procurement transactions. *
 - Route purchase requests for appropriate expenditure approvals and convert approved Purchase Requisitions into Purchase Orders (POs). Submit the POs to vendors and monitor acknowledgements and resolve any discrepancies between the PO and acknowledgement prior to receipt. *
 - Research and resolve issues that may arise throughout the procurement process. *
 - Perform day-to-day administrative tasks such as maintaining databases and files. *
 - Model professional decorum and mutual respect in all personal interactions. *
 - Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
 - Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness

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- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- An Associate of Arts degree in Purchasing Management, Business Administration or closely related field AND two years of full-time purchasing experience. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Ability to complete Department of Enterprise Services (DES) training in procurement and contract management topics as required by RCW 39.26.110 within 60 days of hire.
- Ability to work independently.
- Strong written and interpersonal communication skills.
- Excellent customer service skills.
- Knowledge of accounts payable and receiving processes.
- Demonstrated ability with an integrated ERP system.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Ability to work in a semi-open office setting with frequent interruptions.

DESIRED QUALIFICATIONS

- Certification as an Accredited Purchasing Practitioner (APP), Certified Purchasing Manager (CPM), Certified Professional Public Buyer, (CPPB) or Certified Public Purchasing Officer (CPPO) or equivalent professional purchasing designation.
- Knowledge of current Washington State procurement laws and regulations.
- Purchasing experience in higher education or a government environment.
- Understanding of DES regulations as they relate to oversight of state agency and higher education procurement.
- Proficient with Microsoft Office programs.
- Experience with interpreting and applying complex policies, procedures and processes, and assisting customers with obtaining needed goods or services in the most efficient manner.
- Experience with PeopleSoft ERP software system.

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PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work in a semi-open office setting with frequent interruptions and background noise.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

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Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

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- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or



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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/buyer-2-procurement-supply-specialist-2-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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