

Cerritos College

Position: Procurement Specialist

Position Description

Salary Grade: 39 BD:

January 21, 2026

Summary

Under general direction, the Procurement Specialist independently performs varied specialized and complex procurement and purchasing responsibilities for a variety of services, materials, supplies, products, and equipment according to applicable legal requirements, District procurement policies and procedures, and requisition specifications; may provide lead direction, technical assistance and work instruction to lower-level staff, and performs related duties as assigned.

Distinguishing Career Features

The Procurement Specialist is the advanced journey/lead level classification and subject-matter expert in the Procurement classification series. The Procurement Specialist performs the most complex duties and specialized assignments beyond the journey level requiring an advanced level of knowledge in practices, rules and regulations related to public-sector procurement. Incumbents exercise a high degree of professional judgment with considerable independence and limited supervision. The Procurement Specialist may function as the lead of professional, technical, and/or administrative support staff on an ongoing or project basis. An incumbent is expected to provide customer-responsive, cost-effective, and high-quality services for customers, consistent with applicable legal requirements.

Essential Duties and Responsibilities

- Prepares and processes informal quote requests, contracts, formal bids, requests for qualifications (RFQ) and requests for proposals (RFP) and other competitive solicitations and bids as required; contacts vendors for prices; identifies bid specifications, develops bid packets and competitive solicitations, and submits notices to appropriate agencies; coordinates job walks and pre-proposal/bid meetings; responds to inquiries and reviews solicitations and bids for compliance, responsiveness, and responsibility; assures accuracy of solicitation and bid information and data.
- May coordinate, prioritize, and oversee procurement and warehouse staff to develop and retain highly competent, customer service-oriented staff.
- Assists the Director in the development and implementation of procurement policies and procedures.
- Assists the Director in planning, organizing, controlling, integrating, and evaluating the Public Works bidding. Develops specifications and bid documents for a variety of public works, construction, and maintenance projects; recommends contract awards, negotiates contract provisions; and coordinates, reviews and approves contractors' performance.
- Coordinates the setup and implementation of online systems management programs at various levels; creates and updates user manuals as required; provides support to staff regarding a variety of online systems, including online ordering systems.

- Establishes and maintains business records to ensure proper maintenance and control of the District's fixed assets.
- Assists in the negotiation, administration, amendment, extension, and termination of a variety of agreements and major purchase orders, and drafts. Assists in the negotiation of purchase order terms and conditions and interacts with appropriate management and District departments to ensure District needs are met and to ensure legality, accuracy, and completeness. Assesses, identifies, and facilitates complete resolution of non-compliance issues. Obtains and verifies liability and worker's compensation insurance certificates.
- Reviews daily requisitions for assigned commodities; verifies proper approval; reviews specifications for products or requirements, recommend alternatives based on needs, cost, and reliability; solicits quotations and bids; and negotiates prices with multiple vendors; approves and processes requisitions, purchase orders and contracts as authorized by the District Board of Trustees under Education Codes 85232, 85233; and 87412.
- Reviews requests for consultants and service provider agreements for District departments and sites; prioritizes agreements to comply with service dates and Board timelines; assesses and evaluates potential risks and consults with departments prior to approval; reviews language and negotiates agreement terms; reviews for required approval and updates Board agendas to assure proper contract finalization.
- Pre-screens vendors for price and service performance; analyzes inventory trends; and participates in the evaluation and procurement of equipment, goods, and services requiring technical specifications.
- Develops and implements department processes, procedures, and protocol.
- Performs difficult or complex work and assist with special projects as assigned.
- May organize and assign work activities, set priorities, and follow up to ensure coordination and completion of assigned work.
- May train and provide work direction to procurement staff in procurement policies and procedures and the use of specialized software; may advise staff on procurement regulations.
- May provide input and assist in the selection decisions, performance evaluations, and corrective action matters as assigned.
- Attends a variety of meetings, training sessions, and conferences as assigned.
- Assists in implementing new procurement procedures and creates documentation, such as training manuals and on-line information assistance.
- Performs other related duties as assigned.

Qualifications

- **Knowledge and Skills**

Principles, practices, rules, and regulations related to public-sector procurement, including competitive solicitation and bidding procedures. Sources and types of products, commodities, and services used by a community college district. Federal and state laws, codes, and regulations and District policies and practices pertinent to areas of

responsibility. Principles and techniques of leadership, training, and staff development. Operations and functions of the District's enterprise financial system applicable to procurement and accounts payable. Principles and practices of public administration, including procurement, contracting, purchasing, and maintenance of public records.

- **Abilities**

Must be able to exercise excellent analytical, problem-solving skills, and leadership. Requires the ability to work effectively in a team environment and with all levels of the organization in a collaborative way. Lead, direct, and train other staff. Demonstrate outstanding interpersonal skills with a strong customer focus. Research and generate solutions. Effectively manage and multitask operations/projects; establish workload priorities, and balance diverse tasks. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.

- **Physical Abilities**

Function indoors in an office environment engaged in work of primarily a sedentary nature. Sit for extended periods to utilize microcomputers and peripheral equipment, accomplish other desktop work, and ambulatory ability to move to various campus locations. Use near vision to read printed materials. Carry on conversations in person and over the phone. Retrieve work materials from overhead, waist, and ground level files. Sufficient strength to lift, push, pull, and guide medium weight materials up to 40 pounds on an occasional basis. Manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

A typical way of obtaining the knowledge, skills, and abilities outlined above is any combination of education and experience equivalent to possession of an Associate's degree in Business, Procurement, Inventory Control, Material Management, or related field; and six years of progressive experience in a procurement or distribution environment that involves procurement, contract administration, vendor selection, purchasing items for recurring use, and inventory control.

Licenses and Certificates

May require a valid driver license.

Working Conditions

Work is performed indoors where minimal safety considerations exist. May include work outdoors and in a warehouse setting with some exposure to safety considerations.