

JOB DESCRIPTION

PROGRAM: Administration & Planning
JOB TITLE: Purchasing Coordinator
JOB CLASSIFICATION: Fiscal Administrator II
PAY GRADE: 10

JOB SUMMARY

Supporting STEP, Inc. and all of its Pathways to Success, this is highly responsible work in the fiscal administration of procurement standards for Federal and non-Federal awards, exercising initiative and independent judgment within the framework of existing policies, procedures, and precedents. The position coordinates purchasing activities of the organization for procurement of goods and services such as raw materials, equipment, tools, parts, janitorial supplies, stationery supplies, for all departments.

SUPERVISORY RELATIONSHIPS

Reports To: Controller
Supervises: Not Applicable

MINIMUM QUALIFICATIONS

- ☐ Minimum of a High School Diploma with an Associate's (or post-secondary) degree specializing in business or related field preferred;
- ☐ Minimum of three years of purchasing experience; and,
- ☐ Experience which demonstrates technological competence, including the ability to understand, capitalize upon, and enhance information systems within the framework of a complex computer network utilizing common word processing, electronic messaging, spreadsheet and database software.

GENERAL REQUIREMENTS

- ☐ Professional knowledge and skill levels are kept up-to-date in order to meet the needs of the position;
- ☐ Valid driver's license and the daily availability of a vehicle carrying adequate insurance;
- ☐ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and FBI Clearance current within 90 days of employment; and Motor Vehicle Record check;
- ☐ Mandated Reporters of Child Abuse training completed within 30 days of hire;
- ☐ Fully vaccinated against COVID-19 (two doses of Pfizer or Moderna, or one dose of Johnson & Johnson) and provide proof of vaccination status or have an approved medical or religious exemption.
- ☐ Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time, and carry up to twenty pounds unassisted, and have unrestricted use of the upper body, finger dexterity, and corrected or uncorrected hearing and vision within normal ranges;
- ☐ Flexibility to work altered and nontraditional work schedules necessary to meet deadlines of the corporation; and,
- ☐ Participation in job-related trainings, as assigned.

SPECIFIC DUTIES

- ❖ Maintain a centralized purchase requisition and purchase order system, which includes

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authorizing standing purchase orders, preparing new or large purchase orders and bid requests for management review &/or approval; checking invoices against purchase orders to approve payment and related administrative &/or clerical tasks required;

- ❖ Source, evaluate and recommend vendors; confer with vendors to establish payment terms and to obtain product or service information such as price, availability, and delivery schedule; maintain effective vendor relations; estimate values according to knowledge of market price;
- ❖ Select products for purchase by testing, observing, & examining items, in addition to working with various operations staff and management to establish an understanding of operational needs;
- ❖ Determine method of procurement such as direct purchase or bid and review bid proposals and negotiate contracts within established budgetary limitations and scope of authority in the fiscal policies and procedures;
- ❖ Maintain procurement and inventory records in an organized and readily accessible manner, such as items or services purchased, costs, delivery, product quality, performance, and utilization;
- ❖ Perform agency-wide inventory of goods as needed or directed;
- ❖ Assist supervisor in implementing and monitoring corporate procurement compliance procedures;
- ❖ Provide specialized technical assistance to and act as a resource for program directors in the administration of their individual programs related to procurement, as assigned;
- ❖ Exercise initiative and independent judgment within the framework of existing policies, procedures, and precedents;
- ❖ Review and suggest changes to internal control procedures related to the position's area of responsibility;
- ❖ Prepare records and reports for annual corporate audit, as assigned;
- ❖ Maintain positive relationships with STEP's internal and external customers, addressing conflict and disagreement in a positive and respectful manner;
- ❖ Cooperate in the operation of the Financial Management Department, providing support as appropriate and as needed; and,
- ❖ Perform other work/projects as needed or required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following
 - Effective customer service principles;
 - Understanding of grant procurement rules and requirements under Uniform Guidance (2 CFR, Part 200) and all other related guidance; and,
 - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Outlook, Access, Power Point and Publisher components.
- ❖ Skill in the following:
 - Writing, editing and communicating, including knowledge of English grammar, spelling and punctuation as they would relate to the production of reports, work plans, and other operational documents, as well as their use in communicating with a variety of individuals and groups;
 - Using a keyboard and personal computer;
 - Contract administration and monitoring; and,
 - Speaking, listening and interviewing.
- ❖ Ability to perform the following:
 - Develop and maintain the professional and administrative relationships necessary in

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- providing procurement guidance;
- Maintain an independent relationship from the various vendors to avoid a conflict of interest or the appearance of a conflict of interest.
- Receipt and acceptance of goods purchased, including return of damaged or incorrect products;
- Perform detailed work with written or numerical data, and to make mathematical calculations with accuracy;
- Communicate effectively in writing and speaking; communicate effectively with individuals and large groups;
- Soundly interpret and apply regulations and procedures;
- Be creative, resourceful, and flexible;
- Establish effective, collaborative partnerships with people from varied social, economic and educational backgrounds;
- Collect, organize, analyze and process information accurately, quickly, and efficiently;
- Identify and meet goals, objectives, outcomes and timelines within broad parameters and work independently of direct supervision;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- Establish and maintain effective working relationships with staff, administrators, partnering agencies, customers, and the general public;
- Implement administrative procedures and operations and evaluate their efficiency and effectiveness;
- Maintain confidentiality at all times;
- Work in a high-paced environment; and,
- Prioritize complex and sometimes conflicting issues.