



CENTRAL REGION EDUCATIONAL COOPERATIVE

**JOB DESCRIPTION**

Department: Finance (EXEMPT)	Job Title: Procurement Official
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Job Objective: To be the primary liaison with CREC State Supported Education Programs: Process requisitions into approved purchase orders for the purpose of updating and distributing information and/or acquiring resources in compliance with established procedures and state procurement. Review, input into VISIONS, and authorize purchase requisitions within assigned limits for the purpose of facilitating on-site ability to acquire required supplies or equipment.

Reports to: Executive Director and Business Manager

Required Qualifications for Position:

Related education may be substituted for experience on a year for year basis.

- Bachelor's degree in finance, business administration, public administration or a related field; and
- Four (4) years of professional/managerial experience in any of the following areas: contract management and/or purchasing.

Additional Requirements:

- Procurement Official requires certification as detailed in NMAC 1.4.1.94; must obtain certification within the first six (6) months of employment.

Preferred Skills and Ability:

- Develop and create purchase orders, professional/technical contracts and procurement contracts for purchasing a variety of goods and services.
- Oversee, monitor and ensure compliance and adherence to contract specifications
- Provide training and guidance to CREC department, supported schools and vendors in procurement policies, procedures and processes.
- Analyze, oversee and manage request for proposals (RFP's).
- Process bids, purchases and contracts in a timely manner
- Detail oriented, self-starter, possess the ability to handle multiple tasks with little direction
- Establish and maintain effective working relationships with those contacted in the course of your work.



- Effective communication skills, both verbal and written.

Major Responsibilities:

Purchasing Procedures

- Receives purchase requests (PR's) from offsite locations (SSEP's) and all CREC purchasing which includes any initiation and follow through with agreements or contracts pertaining to program grants, office equipment, etc.
- Checks that purchase is allowable based on fund definition
- Reviews budget reports to check for adequate budget and account code
- If BAR is needed, assists DAC in initiating BAR request with Business Manager
- Requests completed W-9 and new vendor form from vendor (if necessary) and enters info into Visions
- Inputs PR's and place order once PO has been approved
- Ensure that no back orders are allowable
- Receives signed and dated packing slips and receiving copies from DACS to ensure that all items ordered are received-contacts vendors if discrepancies exist
- Reviews invoice from vendor to ensure accuracy-contacts vendors if discrepancies exist
- Provides invoice, signed and dated packing slips and receiving copies and all backup documents to Accounts Payable for payment processing
- Process travel advances and maintains travel log for state supported schools and provides backup to processing of CREC employee travel requests if needed.
- Emails monthly expenditure reports to state supported schools and to other program coordinators.
- Completes Requests for Proposals (RfPs) when needed.
- Cross training of other CREC business positions for adequate internal flow

Additional Duties:

- Comply with administrative directives and regulations, Council policies, local, state, federal, regulations and codes.
- Safeguard confidentiality of privileged information.
- Maintain professional relationships and work cooperatively with employees, the community, and other professionals.
- Maintain professional competence through individual and district training, in-service educational activities, and appropriate self-selected professional growth activities.
- Meet deadlines (purchasing related) and work on multiple projects.
- Attend staff meetings and conduct, as may be necessary, training with reference to Purchasing.
- Perform other tasks related to area of responsibilities as requested or assigned by the supervisor.

Functional Profile: Persons assigned to this position must possess the ability to engage in certain physical tasks as part of their job duties. The following section identifies the nature and expected frequency of those tasks and is not intended to describe all job tasks in this position. Individual work assignments may vary from the representative tasks



described herein.

Climbing Frequency: R
Climbs stairs to enter and buildings where access ramps are not installed; climbs stairs at those schools which have bi-levels.

Stooping, Kneeling, Crouching Frequency: O
Stoops, kneels, or crouches to view items; retrieves materials from lower levels, etc.

R = Rarely (0 – 10%); O = Occasionally (11 – 33%); F = Frequently (34 – 66%); C = Constantly (67 – 100%)

Reaching Horizontally Frequency: C
Reaches horizontally while performing desktop activities; while reaching for telephones, while reaching for materials; while using computers.

Lifting Frequency: C
Lifts books, files, folders, and other supplies, generally not exceeding five pounds.

Walking Frequency: O
Walks to offices and other district and school locations.

Standing Frequency: R
Stands while in hallways, offices, classrooms, construction and other areas, etc., while observing various district activities.

Sitting Frequency: F
Sits while performing office duties, while attending conferences and meetings.

Carrying Frequency: O
Carries files, books, office supplies, generally in amounts not exceeding five pounds.

Hearing Frequency: C
Listens to reports and other verbal information in meetings and conferences; during telephone calls, in face-to-face conversations.

Near Vision Frequency: F
Reads reports, files, books, and other documents; uses video display terminal at computer work stations.

Far Vision Frequency: R
Observes staff in all areas of district; observes activities in construction areas.



Work Environment:

Employees assigned to this position normally work in a temperature-controlled indoor school or office environment. This section includes descriptions of workplace conditions incumbents in this position may expect to experience. Work conditions may vary from these conditions due to specific job assignments.

Slippery or unstable floor surfaces Frequency: R
 May walk on icy or wet surfaces outside buildings during inclement weather conditions.

R = Rarely (0 – 10%); O = Occasionally (11 – 33%); F = Frequently (34 – 66%); C = Constantly (67 – 100%)

Sharp tools, materials Frequency: R
 May use paper cutters and scissors.

Computer workstations Frequency: C
 May use computer work stations to complete essential job tasks.

Driving Vehicle Frequency: O
 May be required to use personal vehicle from time-to-time to make daily deposits or run other misc. errands. Must maintain current/valid NM driver’s license and vehicle insurance as stipulated by state law.

R = Rarely (0 – 10%); O = Occasionally (11 – 33%); F = Frequently (34 – 66%); C = Constantly (67 – 100%)

This classification job description for Procurement Official is effective upon receipt. Personnel policies adopted by the CREC Council, and deemed appropriate for the position, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job description may be revised at any time in response to district needs.

By my signature below, I affirm that: I have read the duties and requirements listed on this job description; I have been able to ask questions to clarify matters I do not understand, and I understand and accept them.

I have read, understand and can perform the duties of this position with, or without an accommodation.

I also agree to follow district safety rules and accident prevention procedures.

 Employer

 Employee

 Date

 Date



Reviewed and Reconciled: October 2024