

COLORADO NORTHWESTERN COMMUNITY COLLEGE
is inviting applications for

PURCHASING COORDINATOR

RESPONSIBILITIES:

Responsible for the overall purchasing function for CNCC and ensure all procurement and fiscal rules are in compliance with State Fiscal Rules. Manage Procurement Card program. Prepare State bids as required and manage campus fleet program. Act as the purchasing agent for the college including issuing and signing all college purchase orders. Compose bids/documented quotes and posts on Colorado BIDS system. Analyze documented quotes and bids including tabulating results. Act as Procurement Card administrator-issue cards and train employees on proper use of the procurement card. Coordinate, maintain, oversee and manage the use of state procurement cards. Review all PCard transactions for appropriateness and compliance with purchasing rules.

DATE OF NOTICE: September 30, 2009

CLOSING DATE: Applications will be accepted until October 11, 2009. Review of applications will begin on October 12, 2009.

STARTING DATE: Approx November 1, 2009.

SELECTION PROCESS: Preliminary screening will be made on the basis of completed Application Package submitted by candidate. *Completed Application Package includes: CNCC application for an exempt position, letter of interest detailing experience as related to this position, resume, and names, addresses and phone numbers for at least three professional references. Selected applicants will be invited by the screening committee for interviews. Finalist will be required to furnish official transcripts. ALL APPLICATION MATERIALS BECOME THE PROPERTY OF COLORADO NORTHWESTERN COMMUNITY COLLEGE AND CAN NOT BE COPIED. WHEN APPLYING FOR ANY OTHER POSITION AT CNCC, A SEPARATE, COMPLETED APPLICATION PACKAGE MUST BE SUBMITTED.

NOTICE TO APPLICANTS: The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents within 3 days of hire date to show your identity & your authorization to work. This law applies to all persons hired.

QUALIFICATIONS:

Required:

AA/AS Degree in Accounting or closely related field from an accredited College or University, OR strong purchasing background with equivalent time of work experience.

Preferred:

BS Degree in Business
Experience coordinating fleet vehicles.

LOCATION: Rangely Campus

TYPE OF APPOINTMENT: Full time
Professional Technical.

SALARY: \$30,000 - \$35,000 Annually

BENEFITS: Professional Technical positions receive paid sick leave, annual leave, group health, dental and life insurance with college cost participation and a state retirement program.

CONTACT: Colorado Northwestern Community College
Office of Human Resources
500 Kennedy Drive
Rangely, CO 81648

Colorado Northwestern Community College has a strong commitment to the principles of diversity and welcomes responses from women, minorities, and persons with disabilities.

Effective 3/88. Colorado fiscal rules require Direct Deposit for all new employees.