



Trinity Valley Community College
Job Description
Purchasing, Contracts, and Insurance Coordinator

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Manage purchasing policy and compliance activities, contract administration, and insurance programs and claims for liability, property and casualty loss insurance.

REPORTS TO:

Vice President of Administrative Services/CFO

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree in a business-related field

EXPERIENCE REQUIRED:

Four (4) years of relevant experience, preferably in a Texas public institution of higher education.

PREFERRED:

Coursework in business contracts and/or insurance law. Working knowledge of purchasing principles and processes, insurance, and contract administration.

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

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|--|--------------------------------------|
| • Typing/Data Entry | • Leadership/ Management |
| • Computer software proficiency – Microsoft Office | • Attention to detail |
| • Operating equipment – office or otherwise | • Time management |
| • Written and oral communication | • Organization |
| • Interpersonal and/or customer service skills | • Federal Regulations and Directives |
| • Public Speaking/Presenting | • Operational Systems and procedures |
| • Bookkeeping | • Budget and accounting principles |
| • Basic Math | • Compliance Law |
| | • Administrative practices |
| | • Advertising/Marketing practices |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Serve as primary contact for and provide guidance to college staff and vendors regarding the college's purchasing policy and procedures.
- Advise college staff on selection of the appropriate procurement process, its implementation and communicating with suppliers.
- Ensure all purchasing activity complies with Federal and State regulations and Board policies.

All TVCC positions are security sensitive and require a criminal background check.



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- Work with legal counsel to ensure the college is afforded adequate protection in complex purchasing projects and contracts.
- Review and approve Requests for Purchase; insure proper authorization before distribution.
- Closely review high dollar or unusual Requests for Purchase including Sole Source purchasing requests.
- Write and review Requests for Proposal; ensure timely publication of RFP in local newspapers.
- Coordinate bid preparation, review bids for conformity and assist in making award recommendations.
- Schedule Bid and RFP opening dates in accordance with State statutes; conduct public bid openings.
- Review performance bonds and insurance certificates for acceptability.
- Initiate correspondence for bid acceptance and contract administration.
- Identify need for and recommend changes in purchasing policy and procedure.
- Serve as primary point of contact for college purchasing and contracts software applications.
- Develop and maintain a standardized contract administration process for the college.
- Advise and assist staff and administration in pre and post-award contract activity including development, review, negotiation and approval.
- Ensure coordinated review of all appropriate parties before contract execution by administration.
- Review and analyze contractual obligations of the college to ensure consistency and compliance with policies, procedures and standards.
- Serve as liaison with legal counsel on review of college contracts.
- Serve as primary advisor for contract compliance matters.
- Serve as liaison and interact with insurance carriers and/or claims administration companies on claims and programs including liability, property and casualty loss.
- Advise and assist staff and administration with risk management and insurance programs, coverage and procedures to address claims and minimize potential losses.
- Make recommendations to responsible party to manage risk exposure through avoidance, reduction and monitoring of losses.
- Maintain records of liability, property and casualty loss insurance claims and settlements.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Copier
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Stooping, Walking, Finger dexterity, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, and Computer Work
- Subject to: Feeling
- May need: Crouching, Standing, and Lifting
- Occasionally need to: Pushing, and Pulling

MENTAL DEMANDS:

- Inadequate Lighting: Less than 25% of the time
- Work Space Restricts Movement: More than 50% of the time
- Emotional control under stress: More than 50% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised:

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1475
DBM:	C	Travel Required:	None
IPDEDS/SOC CODE:	11-3061	Employment Status:	Full-Time
Salary Grade:	215	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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