

PURCHASING, CONTRACTS and INSURANCE COORDINATOR

GENERAL STATEMENT:

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

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in a business-related field required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

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

OTHER:

Coursework in business contracts and/or insurance law preferred. Working knowledge of purchasing principles and processes, insurance, and contract administration preferred. Strong analytical, interpersonal and communication skills. Professional demeanor, organized, accurate, and detail-oriented. Comfortable working under deadlines and on multiple tasks or projects simultaneously. Proficiency in Microsoft Office (Excel, Word and Outlook).

DUTIES AND RESPONSIBILITIES:

PURCHASING:

- 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.
- 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.

CONTRACT ADMINISTRATION:

- 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.

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INSURANCE:

- 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.

OTHER:

- Other duties as assigned by the Vice President of Administrative Services and CFO.
- Maintain confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 1/10/11

Revised: 10/3/2018

JD475