



SIERRA COLLEGE IS RECRUITING FOR

Purchasing Coordinator

FINAL FILING DATE: October 27, 2024

Salary Info: Classified position, starts at \$30.80 per hour

[Link to Job Posting](#)



SIERRA COLLEGE AT A GLANCE

Sierra College is an award-winning community college located near Sacramento, California where a heavy emphasis is placed on academic excellence, equity-mindedness and student success.

Since its founding in 1936, Sierra College has focused on quality instruction and meeting the evolving needs of the students and communities it serves.

The Sierra Community College District serves over 17,000 students at our main Rocklin campus, as well as our three centers located in Grass Valley, Tahoe-Truckee, and Roseville.

ROCKLIN
ROSEVILLE
GRASS VALLEY
TRUCKEE
ONLINE

www.sierracollege.edu

POSITION DUTIES AT A GLANCE

- Ability to exercise sensitivity to and understanding the diverse socioeconomic, cultural, disability, gender identities, sexual orientation, and ethnic backgrounds of community college students, faculty, staff, and the surrounding community.
- Coordinates workflow for District procurement and distribution functions; develops and revises procedures as necessary to comply with applicable legal requirements.
- Leads, trains and reviews the work of assigned staff; responds to questions and inquiries from staff and provides assistance with more complex procurement transactions.
- Assists in the preparation and review of bid packages for Board of Trustees approval and distribution to vendors; ensures confidentiality of information.
- Receives and reviews requisitions; discusses requested supplies with appropriate staff; ensures compliance with established District specifications for computer technology, ergonomics and other standards; re-writes requisitions to include necessary information.
- Ensures verification of budget availability for requisitions; communicates with appropriate division and accounting staff to make corrections as needed; understands and applies District chart of accounts.
- To see the full scope of duties and responsibilities, please [click here](#).

EDUCATION & EXPERIENCE GUIDELINES

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in accounting, business administration, finance or a related field.

Experience:

Four years of increasingly responsible Procurement experience.

Please note that any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.



WHY SIERRA?

- One of Aspen Institute's Top 150 Community Colleges in the nation
- The Accrediting COMMISSION recognized Sierra "for its exemplary practice of providing personnel with opportunities for continued professional development in order to meet its mission." This includes providing students and employees with a robust set of programs, events, and conferences related to equity-mindedness and supporting the success of our students, etc.
- Public Employee's Retirement System (PERS)
- 18 paid holidays (including extended time off during the winter break)
- 12 accrued paid vacation days per year (vacation accrual increases over time)
- Competitive benefits package
- Flexible work schedules may be available
- Currently during summers, some employee groups participate in 4x10 schedules
- Qualifying Employer for Public Service Loan Forgiveness (in most cases)

WHO WE SUPPORT

Currently, Sierra College enrolls 17,800 students per term, where approximately:

- 22.8% of Sierra College's students are Latin(o)(a)(x)(e),
- 7.9% Multiethnic,
- 6.1% Asian,
- 3.2% African American,
- 2.4% Filipino,
- .5% American Indian/Alaskan Native,
- .4% Pacific Islander,
- 54.8% White