

ORGANIZATION

Company:	Central Health
----------	----------------

POSITION INFORMATION

Job Description Name:	Purchasing Specialist
Reports To:	Procurement Manager
Role Is:	Hybrid = Individuals in this position may work both at an approved off-site location and onsite at a primary location or multiple locations based on business needs.

POSITION PROFILE

Effective Date:	1/14/2025
Job Code:	TCHD-571
Exemption Status:	Non-exempt
EEO-4 Category:	Office & Clerical
Position Type:	Administrative
Supervisory Role:	No
Compensation	Band 3

JOB SUMMARY

Under general direction, performs procurement functions in compliance with policies, procedures and applicable State and Federal rules and regulations. Supports purchasing team and department leaders to meet organizational priorities and procures equipment, supplies and services at the best value possible for assigned departments or functions. Supports the development of informal bids and formal solicitations, reviews departmental requests, communicates with vendors, manages process from planning to execution.

JOB FUNCTIONS

Essential Functions

Supports the development of informal and formal solicitations based on policy guidance and business needs, including every phase of planning and development of solicitations
Implements Historically Underutilized Business (HUB) vendor outreach and education
Provides information and assistance to staff regarding purchasing procedures, purchase order/bid status updates and contract status
Creates, manages and maintains database and documentation, including reviewing for conformity to negotiated rates, rules and regulations
Posts public notices as applicable
Prepares purchase orders, solicits informal bid proposals and reviews requisitions for goods and services purchased
Research, interview and negotiate with suppliers to obtain prices and specifications
Coordinates and manages pre-bid conferences with vendors
Places task orders against existing contracts or approved requisitions
Implements records management practices for assigned area(s) according to policy and procedure and maintains assigned files and records
Support the diversity and inclusion initiatives of the organization
Completes the annual compliance training by the scheduled deadline
Performs other duties as assigned

Patient Care Responsibilities

X	<input checked="" type="checkbox"/> No Patient Care <input type="checkbox"/> Patient Care
---	--

Ages Served

Select all that apply	
	<input type="checkbox"/> Infancy - Birth to One Year <input type="checkbox"/> Toddler - 1 to 3 years <input type="checkbox"/> Pre-School - 3 to 6 years <input type="checkbox"/> School - 6 to 12 years <input type="checkbox"/> Adolescents - 12 to 18 years <input type="checkbox"/> Young Adulthood - 18 to 35 years <input type="checkbox"/> Middle Age - 35 to 60 years <input type="checkbox"/> Later Life - 60 and older

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	And / Or
High School Diploma or equivalent (higher degree accepted)		Required	
Associates Degree (higher degree accepted)		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	And / Or
2 years	Working in an office environment managing multiple projects, <ul style="list-style-type: none"> • review of proposals, task orders, and change orders, • review of invoices and matching of payment documents, • Proficient use of MS Office tools and electronic communications. 	Required	
1 year	One (1) year of procurement experience in governmental environment, including technical or specialized purchasing such as technology, construction or health care services or a minimum of five years general procurement or contracting experience.	Preferred	

Knowledge, Skills and Abilities

KSAs		Proficiency
Knowledge of: Principles and practices of public sector purchasing		High
Skill in: Evaluating specification and scope of work to ensure business needs are achieved; Evaluating bids and proposals; Thinking critically using logic and analysis to identify strengths and weaknesses of different approaches Utilizing computer-based purchasing applications (Bid Sync); Researching equipment, vendors and other information as relates to purchasing Listening to internal and external customers and ascertaining appropriate information; Effectively communicating information and		High
Ability to: Develop complex solicitation documents to procure necessary goods and services; Correctly follow established statutes, rules, processes and procedures; Manage a heavy workload and meet deadlines, as required; Evaluate contracts and recommend future status; Pay attention to details.		High

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	And/Or
Professional certification as a professional buyer or public purchasing officer by a national purchasing organization			Preferred	
Texas Driver's License and proof of automobile liability insurance coverage on personal vehicle utilized for work-related purposes.			Preferred	

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching			X			
Handling			X			
Grasping		X				
Feeling		X				
Talking					X	

Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

Working Environment

While performing the duties of this job, the associate is required to work within the selected working environments.

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humid		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Disclosure Statement:

By signing this job description, you acknowledge that you have reviewed and understood the responsibilities, requirements, and expectations outlined in this document. You agree to perform these duties to the best of your ability and in accordance with company policies, goals, and standards. If you require reasonable accommodations to fulfill the essential functions of this role, please communicate your needs to your leadership or direct supervisor. The organization is committed to providing support and making necessary adjustments in compliance with applicable laws to ensure an inclusive and productive work environment.

Signature: _____

Date: _____