



Procurement Systems Coordinator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
233	Non-exempt	3 - Technicians	AFSCME	5	10-27-10	10-046	1 of 2

DEFINITION: Under general supervision; creates and maintains the District's LinkOne interactive parts catalog system, electronic parts and maintenance manuals, and related catalog information in the District's purchasing, materials, and maintenance system (*Ellipse*) for buses, major components, and facilities plant and equipment.

REPORTS TO: The Procurement & Materials Director, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to:

- Creates parts lists for LinkOne catalogs; associates images with parts lists; and publishes pages and images into catalogs. Updates catalogs and makes corrections, as needed.
- Analyzes database structure to determine the appropriate locations for stored data; studies application documentation, and performs tests to determine optimal configuration settings.
- Updates and publishes parts catalogs; adding authorized additions and modifications to Ellipse and related databases.
- Resolves problems and inconsistencies with data, performs data analysis, and prepares and generates various required reports.
- Initiates enhancements to the enterprise resource management system to provide users with expedited access to multiple sources of information.
- Acts as the District's primary contact for the electronic catalog publishing system (ECPS) for both internal and external users.
- Provides training, information, and support to Mechanics and other staff using the LinkOne features; develops training materials, memoranda, and procedures; and alerts internal users to changes.
- Interacts with staff in various District departments to establish and maintain efficient data and information flow.
- Maintains LinkOne functionality, and communicates with Mincom technical support and vendor representatives to resolve problems and enhance functionality.
- Reviews service bulletins and updated information from manufacturers in order to update parts catalogs.
- Corrects inaccurate Ellipse stock code information as it relates to LinkOne (e.g. stock codes, mnemonics, OEM part numbers, etc.)
- Maintains the Vendor Master File, and inputs data, updates, and revisions.
- Establishes standards for parts and maintenance manual configurations for future bus and equipment procurements.
- Provides analysis to staff in order to resolve production problems related to the usage and availability of parts and materials.



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- Maintains contact and communication with vendors to enhance the functionality of LinkOne.
- Provides assistance to other Procurement department staff by posting and updating procurement bids to the District's external website.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Personal computers and related software applications; document scanning equipment; publishing software; business English usage; basic mathematics; current software for spreadsheets and word processing at the intermediate level of proficiency; and modern office methods and procedures.

Ability To: Analyze catalog data, and make administrative and procedural decisions based on that analysis; resolve data input and catalog design issues and modifications; quickly learn, implement, and use job-specific software and hardware at an advanced level of proficiency following training; keep abreast of current trends and technical advancements in both hardware and software; conduct research and make recommendations regarding implementation of new techniques, programs, and upgrades; maintain organized records and files; communicate effectively both orally and in writing, and provide training in a clear, concise, persuasive, and tactful manner to a wide variety of audiences; and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to an Associate's degree or successful completion of two (2) years of college level coursework in Computer Science, database analysis, statistics, or a related analytical discipline. Additional relevant experience over the minimum may be considered in lieu of the education requirement.

Experience: Two (2) years of recent, verifiable, and increasingly responsible experience with database analysis and file maintenance, including one (1) or more years experience using the following: XML or HTML; **and/or** enterprise asset management systems (EAMS), or enterprise resource management (ERP) systems such as *Mincom, SAP, Maximus, and/or Spear*.

Desired: Experience with inventory management; illustrated maintenance and/or parts manuals; data analysis, and reporting tools. Familiarity with vehicle maintenance, parts shop processes, and/or purchasing and materials functions is also a plus.

Desired Qualifications: Extensive experience using large and complex data sets; analyzing solutions to ensure data integrity and quality; demonstrated ability with SPSS statistical software; experience supervising subordinate staff and/or consultants; and excellent verbal and written communication skills.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to move about a large maintenance facility.

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