



## VACANCY ANNOUNCEMENT

**Position Title: Coordinator of Purchasing & Interdepartmental Services**

**Position #: 400710**

**Position Status: Full-Time**

**Reports To: Controller**

The Coordinator of Purchasing & Interdepartmental Services will be responsible for purchasing activities for the college to include Purchase Orders, Procurement Cards, and new vendor setup. Responsible for maintaining accurate inventory records and conducting yearly inventory counts. Acts as liaison for online bookstore activities to ensure all textbook information and course information is up to date and accurate on the online bookstore website and reconcile monthly invoices.

### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for all purchasing activities in the business office. To include PO entry in banner, creating Solicitations in the State CORE system, ordering office supplies and processing receiving documents.
2. Responsible for creating all new vendors in banner
3. Serve as PCard Administrator for Otero College.
4. Serve as internal auditor for all PCard transactions for the College.
5. Responsible to conducting yearly PCard and travel card training sessions for all card holders.
6. Responsible for all scanning, indexing, and filing for the business office.
7. Responsible for updating and maintaining inventory in the TME system and tagging new items.
8. Responsible for conducting yearly inventory count and reconciliation.
9. Responsible for all interdepartmental services in the business office, including but not limited to mail, copiers, paper, and fleet.
10. Responsible to act as the liaison between Otero and the online bookstore contractor to include coordinating with Academic Affairs and Faculty for course schedules and required course materials for each semester.
11. Serve as Backup Cashier.
12. Serve as Backup for Accounts Payable.
13. Assist the Controller and Accounts Payable in special projects.
14. Monitor recommendations for improving internal control based on System recommendations.
15. Other duties as assigned by the Purchasing Agent or Controller.

*See Human Resources for a complete job description.*

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree or an equivalent combination of education and/or experience may substitute year-for-year for the degree
- Strong computer skills, proficient in keying data
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, and students of color

**PREFERRED QUALIFICATIONS:**

- Experience in purchasing, inventory, computer data input
- Experience with auditing

**SALARY:**

\$36,395 - \$38,000 with excellent benefit package including PERA retirement, health, vision, dental and life insurance.  
Paid annual and sick leave.  
12-month academic year position

**APPLICATION INSTRUCTIONS****For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

Open Until Filled – 1<sup>st</sup> review of applications will be November 22, 2022

**POSITION START DATE:**

ASAP

**Submit Application Packet To:**

Otero College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

## **OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.