

Procurement Quartermaster

Primary Location:

2800 E. Spring Creek Parkway, Plano, Texas, 75074

We are searching for candidates that meet the required qualifications and experience and are able to perform the essential duties and responsibilities.

Job Summary:

The procurement quartermaster plays a critical role in the efficient operation of the Collin College Police Department (CCPD) by managing procurement activities and maintaining inventory of equipment and supplies. Ensure all procurement processes adhere to college policies, state regulations, and CCPD General Orders. Responsible for maintaining accurate records, coordinating equipment repairs, and overseeing the issuance and retrieval of departmental equipment.

Required Qualifications:

Essential Duties and Responsibilities

- Coordinate and execute the procurement of equipment, supplies, and services necessary for the Collin College Police Department.
- Coordinate with Collin College departments, such as accounts receivable and accounts payable to ensure compliance with Collin College policies and practices.
- Develop and maintain vendor relationships to ensure competitive pricing and timely delivery of goods and services.
- Monitor inventory levels within Omnigo Software and reorder supplies as necessary to maintain operational readiness.
- Maintain accurate records of purchases, inventory, and equipment issued to department personnel.
- Coordinate equipment repairs and manage warranty claims with vendors and manufacturers.
- Conduct regular audits of departmental inventory to ensure compliance with established procedures.

- Develop and implement policies and procedures related to procurement and inventory management.
- Prepare and monitor departmental budget allocations related to procurement and equipment maintenance.
- Provide training and guidance to department personnel on proper equipment use, care, and maintenance.
- Assist in the preparation of reports and presentations related to procurement activities and inventory status.
- Maintain open communication with vendors approved by Collin College for vehicle repairs.
- Maintain all vendor files for vehicle repairs requiring the usage of the departmental budget, digital and physical files.
- Provide and/or present departmental financial and/or usage reports for all department vehicles as needed by the Chief of Police, to include repair costs for each CCPD patrol unit, routine maintenance costs for each patrol unit, mileage, engine hours, oil life percentages, or registration dates for each unit.

Supplemental Functions

- Perform other duties as assigned.
- Perform all duties to maintain all standards in accordance with college policies, procedures, and Core Values.

Knowledge, Skills, and Abilities

- Knowledge of state procurement laws, regulations, and procedures
- Strong analytical skills with the ability to assess costs, benefits, and risks associated with procurement decisions
- Strong organizational skills
- Attention to detail
- Excellent communication skills, both written and verbal, with the ability to interact professionally with vendors, department personnel, and college administrators
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with procurement software/systems

- Ability to prioritize tasks, manage multiple projects simultaneously, and work effectively under pressure

Physical Demands, Working Conditions and Physical Effort

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Positions in this class typically include talking, hearing, seeing, grasping, standing, walking and repetitive motions, plus stooping, kneeling, crouching, and reaching. Relatively free from unpleasant environmental conditions or hazards. Office environment. Little physical effort required.

Requirements

High School diploma or GED required.

Minimum of 2 years of experience in procurement, inventory management, or a related field is required.

Preferred

Experience in law enforcement or public safety procurement.

Associate's degree in business administration, Public Administration, Criminal Justice, or a related field.

Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) designation.

Familiarity with Texas procurement requirements.

Experience with grants management and federal procurement guidelines.

****This position is Security Sensitive, therefore, candidates will be subject to a criminal background check.****

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job as duties and responsibilities may change with business needs. Collin College reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Reasonable accommodations

may be made by Collin College in its discretion to enable individuals with disabilities to perform the essential functions.

Required & Preferred Qualifications (if applicable):

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

Apply here: https://collin.wd1.myworkdayjobs.com/ExternalStaffCareerSite/job/Plano-Campus/Procurement-Quartermaster_R-6328

Hiring Minimum

\$39,713.00

Hiring Maximum

\$47,655.60

Compensation is determined based on experience.

Collin College is an Equal Opportunity Employer and does not discriminate on the basis of any characteristic protected by applicable law.