

# Convention Center Authority

**Position Title: Purchasing/DBE Coordinator**

<b>Position #:</b>	10735
<b>Salary Grade:</b>	CA 3
<b>Effective Date:</b>	1/1/2013
<b>Revision Date:</b>	5/3/2019

<input type="checkbox"/>	<b>Exempt</b>
<input checked="" type="checkbox"/>	<b>Non-Exempt</b>

<input checked="" type="checkbox"/>	<b>Full-Time</b>
<input type="checkbox"/>	<b>Part-Time</b>
<input type="checkbox"/>	<b>Seasonal</b>

**Indicate Employee Type**

- Administration
- Sales/Marketing
- Event & Guest Services
- Operations
- Finance & Administration
- Food & Beverage Services

**POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.**

Under the direction of the Director of Purchasing/DBE, performs various duties in the coordination and support of the Convention Center Authority Purchasing and Disadvantaged Business Enterprise program.

**PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.**

RESPONSIBILITIES/DUTIES	
1.	Facilitate meetings with vendors, contractors, and bidders.
2.	Perform compliance, auditing, and purchasing functions to ensure that the Convention Center Authority receives the best value and services and greatest customer satisfaction.
3	Research, analyze, interpret, and produce required Purchasing/DBE reports and projects
4	Maintain vendor database and relations to ensure that all qualified and registered minority, women-owned, small and service disabled veterans businesses get fair and equal access to procurement opportunities.
5	Assist with the development of rules and regulations for the administration of the DBE program to ensure Nashville diversity is reflected in the way Convention Center Authority conducts business.
6	Assist with the development, coordination, and investigation of Convention Center Authority services and contracts to ensure compliance with established policies and procedures.
7	Schedule and coordinate internal and external meetings with department heads, vendors, contractors and bidders. This task may involve prioritization of last minute changes including logistics such as conflicting schedules, change in conference rooms, etc.
8	Assist in the research, writing and editing of RFPs (Request for Proposals).
9	Assist in the coordination and facilitation of outreach events
10	Assist in the development of presentations using PowerPoint.
11	Perform both standard and intermediate spreadsheet functions using Excel.
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16	<b>Perform additional duties as assigned.</b>

**Job Evaluation Factors (Check all that apply)**

<b>Formal Education</b> <small>(Minimum Required)</small>	<input type="checkbox"/> H.S. Diploma or GED preferred <input type="checkbox"/> Vocational or Technical School required <input type="checkbox"/> Associate's Degree preferred	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Bachelor's Degree preferred Education/Experience Equivalent Other:
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<b>Minimum Experience</b> <small>(Minimum Required)</small>	<input type="checkbox"/> None <input checked="" type="checkbox"/> One to three years (preferred) <input type="checkbox"/> Three to five years <input type="checkbox"/> Other:	<b>Impact On Budget</b>	<input type="checkbox"/> Contributory <input type="checkbox"/> Direct <input type="checkbox"/> Other:
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<b>Decision Making</b> <small>(level of direction &amp; supervision)</small>	<input type="checkbox"/> Little independent judgment required <input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines <input type="checkbox"/> Establish Policy & Procedures <input type="checkbox"/> Other:
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<b>Problem Solving</b> <small>(Typical level encountered over extensive period of time)</small>	<input type="checkbox"/> By reporting and/or talking to supervisor <input checked="" type="checkbox"/> Choices defined in standard work procedures/policies <input checked="" type="checkbox"/> Methods chosen before in similar situations <input type="checkbox"/> Identification and analysis of diverse problems <input type="checkbox"/> Complex, varied and only mildly related to those seen before <input type="checkbox"/> Requires understanding/evaluation of impact upon the CCA <input type="checkbox"/> Other:
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<b>External Contacts</b>	<input type="checkbox"/> External communication is minimal <input type="checkbox"/> Regular contact with general public <input type="checkbox"/> External contacts involving difficult formal negotiations <input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations <input type="checkbox"/> Other:
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<b>Supervisory Responsibility</b> <small>(Typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Authority limited to direction of temporary employees only <input type="checkbox"/> Orient/train others; may act in a lead capacity <input type="checkbox"/> Provide leadership/direction to staff on event related issues <input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results <input type="checkbox"/> Overall responsibility to provide direction and guidance <input type="checkbox"/> Other:  Number of Direct Reports: 0
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<b>Job-Related Knowledge</b> <small>(knowledge of...)</small>	<input type="checkbox"/> Basic skills in oral/written communication <input checked="" type="checkbox"/> Microsoft Word <input checked="" type="checkbox"/> Microsoft Excel (Proficient knowledge) <input checked="" type="checkbox"/> Microsoft PowerPoint <input checked="" type="checkbox"/> Microsoft Access <input checked="" type="checkbox"/> Microsoft Outlook <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> AutoCad <input type="checkbox"/> Financial Management <input type="checkbox"/> Administrative principles/practices <input type="checkbox"/> Computers <input type="checkbox"/> Other:  <input type="checkbox"/>
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**WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)**

<p align="center"><b>Working Conditions</b></p> <input checked="" type="checkbox"/> Office, computer room <input type="checkbox"/> Service Areas <input checked="" type="checkbox"/> Flexible work schedules <input checked="" type="checkbox"/> Valid TN Driver's License <input type="checkbox"/> Travel Required <input checked="" type="checkbox"/> Exposure to Customers <input type="checkbox"/> High noise environment <input type="checkbox"/> High dust, dirt, grease environment <input type="checkbox"/> Exposure to moving machinery <input type="checkbox"/> Exposure to chemicals <input type="checkbox"/> Outdoor exposure to weather <input type="checkbox"/> Requires Pre-employment Physical	<p align="center"><b>Physical Effort</b></p> <input checked="" type="checkbox"/> Typically sitting at a desk or table <input type="checkbox"/> Typically standing or walking <input type="checkbox"/> Bending, crouching, stooping <input type="checkbox"/> Running, climbing <input type="checkbox"/> Intermittently sitting/standing/walking <input type="checkbox"/> Climbing ladders/scaffolds <input type="checkbox"/> Lifting 10 lbs or less <input type="checkbox"/> Lifting 11-25 lbs <input type="checkbox"/> Lifting 25 lbs or more <input type="checkbox"/> Using Power Tools <input type="checkbox"/> Using Pallet Jack <input type="checkbox"/> Using Utility Carts <input type="checkbox"/> Using Forklift <input type="checkbox"/> Driving CCA Vehicle
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Team Member Print  
Name/Date \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the job requirements.

Team Member Signature \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Copies to: Team Member  
Department Director  
Personnel File

For HR Use Only (Do not write below this line):