Employment Opportunity

Buyer

CL06-12

Apply by: Thursday, May 11, 2006 by 4:00 p.m.

About the Program  The currently advertised full time assignment will have primary responsibility for the purchasing function of Cabrillo College. In addition, a Buyer position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties  Under the direction of the Director of Facilities, Planning & Purchasing:

- Performs professional level duties associated with the purchase and delivery of supplies, equipment and services
- Organizes, directs and implements a comprehensive college purchasing program to provide equipment, materials, and services efficiently and economically
- Oversees purchasing processes (to include formal bidding required) to comply with federal, state, and district requirements and sound business practices
- Assists in reviewing and managing District contracts
- Assesses program needs, determines product specifications required and conducts competitive bid or quote processes
- Reviews and approves purchase orders; initiates follow-up procedures on late or partial deliveries
- Coordinates purchase of supplies, equipments and services with the warehouse, mail room, and other campus operations
- Develops recommendations for changes and improvements in purchasing and receiving policies and procedures to increase cost-effectiveness and efficiency of the purchasing program
- Acts as liaison with vendors, college departments, local and state agencies, and the public on issues and questions concerning purchasing
- Evaluates vendor and product performance as necessary; compares performance to standards, specifications and terms of contracts; recommends appropriate action
- Maintains insurance and W-9 records for active vendors as appropriate
- Monitors budget allocations and expenditures, maintains financial and statistical records and prepares financial reports; assists in developing purchasing budget
- Coordinates and maintains fixed asset accounting
- Operates a variety of standard office equipment
- Utilizes a variety of software programs including word processing, spreadsheets and databases and enterprise applications; maintains purchasing website
- Enters and retrieves data and prepares periodic and special reports, correspondence and other written materials
- May serve on college committees as required or assigned
- Performs related duties as required or assigned
Qualifications
Any combination of education and experience equivalent to an Associate's degree in accounting, finance, business, public administration or a related field AND four years of increasingly responsible professional level administrative experience, including two years experience in purchasing.

Knowledge of:
- Purchasing procedures and competitive bidding and solicitation processes
- Computer applications including data base management and enterprise accounting software, word processing and spreadsheets
- Techniques of dealing with the public, in person and on the telephone
- Correct English usage, spelling, grammar and punctuation
- Business mathematics, including percentages and decimals

Skill in:
- Preparing and analyzing complex information related to the purchasing function, including extensive skill in preparing complex spreadsheets and word processing documents
- Understanding, interpreting and applying a variety of laws, regulations and litigation concerning purchasing contracts
- Preparing comprehensive requests for quotations, composing formal procurement documents and evaluating responses
- Performing duties in compliance with applicable college rules and regulations, policies and procedures
- Consistently performing under the pressure of deadlines and other administrative demands
- Communicating effectively verbally, in writing and online
- Establishing and maintaining effective working relationships with faculty, staff and college administration

Other Requirements:
- Valid California driver's license
- Must be willing to work evenings and weekends at various college sites

Desirable:
- Knowledge of public sector purchasing procedures and competitive bidding
- Purchasing certificate
Salary
*$3667 to $4043 per month to start, plus fringe benefits, seven-step schedule to $4914 per month plus employer-paid retirement contribution (PERS). Full time, 100% assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $5,701.80 per year for employee only and up to $10,570.44 per year for employee plus one dependent, and $14,438.28 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

How to Apply
Application forms may be obtained through the Human Resources web site:
http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA  95003
Phone:  (831) 479-6217
Fax:   (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application 
b) Resume – job related

c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position

d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).

  • Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

e) Current California driver’s license and current DMV print-out

f) Criminal History Inquiry Supplemental to Application

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.
**Selection Procedure**  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline**  All application materials **MUST** be received in the Human Resources Department by: **4:00 p.m., Thursday, May 11, 2006.** *(Postmarks or e-mail transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body