BUYER

DEFINITION

Under general supervision, performs a variety of professional level duties in the procurement of materials and services for the District in accordance with applicable laws, regulations and District policies.

CLASS CHARACTERISTICS

This is a professional level position which has primary responsibility for the purchasing function of the College, and performs professional level duties associated with the purchase and delivery of supplies, equipment and services. General work guidelines are normally established by the Director of Facilities Planning and Purchasing, however, day-to-day activities require the use of initiative and judgment; ability to analyze complex information; and prepares documents such as formal bids, requests for proposals, and contracts.

EXAMPLES OF DUTIES (Illustrative Only)

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

(E) = designates essential functions
QUALIFICATIONS

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

Education and Experience:

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.