

## **SENIOR BUYER**

### **DEFINITION**

Under general direction, performs complex purchasing and procurement work, including purchasing a wide variety of services, materials, supplies, and equipment according to District purchasing policies and practices, as well as, state government, public contract, civil, and education codes and requisition specifications; orders, analyzes, and accounts for all order, inventory, and supplies; facilitates and manages advance-level formal bid solicitations; provides technical and responsible assistance to the Director, Purchasing in areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Purchasing. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the Buyer series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex District-wide purchasing and procurement activities and programs. Successful performance of the work requires thorough knowledge of governmental procurement practices and procedures, purchasing, and formal and informal bid processes. This class is distinguished from the Director, Purchasing in that the latter has overall management responsibility for the Purchasing Department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

1. Provides complex and technical assistance in the administration and implementation of the District's purchasing and procurement programs, including purchasing a wide variety of services, materials, supplies, and equipment.
2. Participates in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the procurement program.
3. Procures services, supplies, materials, and equipment for the operation of the District, identifies vendor sources utilizing various resources; ensures that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
4. Makes recommendations for modifications in procurement policies and ordinances as appropriate.
5. Reviews, examines, and processes routine to complex requisitions, purchase orders, and other related documents, including contracts and bid recaps to ensure compliance with established purchasing procedures and to confirm funding availability; works with accounts payable to ensure proper processing of invoices; follows-up on completing and receiving outstanding purchase orders.
6. Provides information and guidance to District departments regarding their purchasing needs and specifications for services, supplies, and equipment.
7. Prepares financial analyses and cost comparisons to determine the cost-effectiveness of acquiring equipment and services for the District.
8. Monitors the quality and accuracy of daily data entry and reports and addresses related problems; ensures updates are executed correctly.
9. Obtains quotes for stock and special order items; researches availability, quality, and price of equipment, services, and supplies.
10. Evaluates product usage trends; networks with other colleges and public agencies; attends open houses and seminars to learn about emerging products, services, and technologies; evaluates available products and services from various sources; and develops procurement solutions.
11. Coordinates procurements with District divisions/departments to meet needs within available budgets.
12. Completes, reviews, and/or approves procurement documentation.

13. Compiles specifications for bidding purposes; develops routine to complex bid packages and requests for proposals; manages the advertising of bids and RFPs; obtains formal and informal bids; reviews and analyzes bids; makes recommendations regarding bid awards; maintains the District's website listing for bids and requests of proposals and related files; conducts public bid openings and pre-bid conferences and job walks, as appropriate.
14. Maintains good working relationships with vendors/contractors; resolves discrepancies and disputes; assists with the development and administration of vendor/contractor agreements; negotiates terms and conditions of contracts, pricing and delivery of goods; maintains related files and databases.
15. Processes claims with suppliers for damaged materials; obtains credits where appropriate.
16. Completes special projects, such as commodity purchases requiring complex analysis, interpretation, and negotiations.
17. Responds to inquiries from employees and vendors regarding procurement policies and procedures; investigates complaints and recommends corrective action as necessary for resolution.
18. Assists with implementation, testing, and training of the purchasing module of the enterprise application system or emerging technologies related the purchasing and procurement functions of the District.
19. Prepares and distributes purchasing reports to individual District divisions/departments and the Director, Purchasing.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
2. General principles and practices of data processing and its applicability to purchasing and District operations.
3. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures affecting District purchasing operations.
4. Principles and practices of business organization and public administration.
5. Practices and techniques of automated and manual financial document processing and record-keeping.
6. Modern office practices, methods, and computer equipment and applications related to work, including word processing, database, and spreadsheet software.
7. Record-keeping principles and procedures.
8. English usage, grammar, spelling, vocabulary, and punctuation.
9. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Research and utilize data and information to achieve cost effective results.
2. Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment.
3. Advise and explain purchasing policies, procedures and standards.
4. Maintain accurate financial records reports for informational, auditing, and operational use.
5. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

6. Review and verify accuracy of data.
7. Make accurate arithmetic, financial, and statistical computations.
8. Enter and retrieve data from a computer with sufficient speed and accuracy.
9. Establish and maintain a variety of filing, record-keeping, and tracking systems.
10. Understand and carry out a variety of complex instructions in a responsible and independent manner.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework at a regionally accredited college in business administration, procurement, contract law, or related courses and three (3) years increasingly responsible purchasing and procurement experience in a public agency. An Associate's degree from a regionally accredited college is preferred.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.