



BUYER, SENIOR

SALARY GRADE: [C1-54](#)

DEFINITION:

Under the direction of the Purchasing Manager, perform a variety of complex duties related to the acquisition of supplies, equipment, material and services for the District in accordance with established policies, procedures and guidelines; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Senior Buyer serves in a lead capacity, prepares formal bid documents and performs the more complex procurements. The Buyer purchases District supplies, materials, equipment and services according to prescribed methods.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of duties related to the acquisition of supplies, equipment, material and services for the District in accordance with established policies, procedures and guidelines.
2. Contact appropriate vendors to obtain price quotes, availability, methods of procurement and related data to complete purchase orders; interview vendors regarding purchases and bids; evaluate prices, products, services and sources.
3. Perform purchasing transactions requiring specialized technical knowledge or historical background of specific materials, supplies, equipment or services required by District operations.
4. Follow up on and expedite purchase orders and requisitions within established procedures; resolve problems or complaints from suppliers, manufacturers and District personnel.
5. Develop product and equipment standards and specifications; investigate and analyze new products and sources of supply; determine validity of existing product specifications and data associated with such products.
6. Prepare formal bid documents, conduct bidder conferences, open and evaluate bid responses and recommend contract awards to the Board of Trustees.
7. Train and provide work direction to assigned personnel; assist in the hiring and evaluation process as requested.
8. Operate a computer and a variety of office equipment as assigned.
9. Serve as Manager of the department in absence of Manager.
10. Attend and conduct a variety of meetings with staff, vendors and others to develop bid procedures, clarify specifications, finalize contractual agreements and resolve problems.
11. Review purchase requisitions for completeness and accuracy; verify the availability of funds; issue purchase orders, contracts and agreements.
12. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. District and department purchasing policies and procedures.
2. Types and sources of supplies, materials and equipment used in a community college district.
3. Technical aspects of researching, comparing and purchasing District supplies, materials and equipment.
4. Principles of training and providing work direction.
5. Modern office practices, procedures and equipment.
6. Operation of a computer and assigned software.
7. Interpersonal skills using tact, patience and courtesy.
8. Oral and written communication skills.
9. Correct English usage, grammar, spelling, punctuation and vocabulary.
10. California Public Contracts Code and other legal codes that apply to Purchasing and Public Works projects.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of duties related to the acquisition of supplies, equipment, material and services for the District in accordance with established policies, procedures and guidelines.
3. Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
4. Read, interpret, apply and explain rules, regulations, policies and procedures.
5. Train and provide work direction to others.
6. Maintain records and prepare reports.
7. Operate a variety of office equipment including a computer, typewriter, calculator and copier.
8. Establish and maintain cooperative and effective working relationships with others.
9. Understand and follow oral and written directions.
10. Plan and organize work.
11. Communicate effectively both orally and in writing.
12. Meet schedules and time lines.
13. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Associate's degree in accounting, business, purchasing or related field.
2. Four (4) years increasingly responsible experience in the purchase of supplies, services and equipment.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.