



BUYER

SALARY GRADE: [C1-48](#)

DEFINITION:

Under the direction of the Purchasing Manager, perform technical duties in the purchase of District supplies, materials, equipment and services; obtain price quotations and order items in accordance with District policies and procedures.

DISTINGUISHING CHARACTERISTICS:

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

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Perform technical duties in the purchase of district supplies, materials, equipment and services. Obtain price quotations and order items in accordance with District policies and procedures.
2. Contact vendors regarding prices, quotations, detailed specifications and shipping and delivery information; interview vendors regarding new merchandise and new sources of supply; update and maintain vendor lists and files.
3. Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate; order items in accordance with District policies and procedures.
4. Follow-up on and expedite purchase orders and requisitions within established procedures; resolve problems and complaints from suppliers, manufacturers and District personnel.
5. Communicate with College and District personnel regarding clarification of items to be ordered and budget restrictions.
6. Develop purchase orders and enter information into a computerized system.
7. Review purchase requisitions and orders for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation or bring it into compliance.
8. Operate a variety of office equipment including a typewriter, computer, calculator and others.
9. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. District and department purchasing policies, procedures and terminology.
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. Legal codes that govern public purchasing and public works projects.
5. Education Code, Public Contract Code, Government Code and others as appropriate.
6. Methods of purchasing by specification and competitive bidding.
7. Modern office practices, procedures and equipment.
8. Operation of a computer and assigned software.

9. Interpersonal skills using tact, patience and courtesy.
10. Oral and written communication skills.
11. Correct English usage, grammar, spelling, punctuation and vocabulary.

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 technical duties in the purchase of District supplies, materials, equipment and services.
3. Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
4. Operate a variety of office equipment including computer, typewriter, calculator and others.
5. Establish and maintain cooperative and effective working relationships with others.
6. Make arithmetic computations with speed and accuracy.
7. Plan and organize work.
8. Communicate effectively both orally and in writing.
9. Meet schedules and time lines.
10. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Associate's degree in accounting, business, purchasing or related field.
2. Two (2) 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.

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