



BUYER, SENIOR – SPECIAL PROJECTS

SALARY GRADE: [C1-60](#)

DEFINITION:

Under the direction of the Purchasing Director, perform a variety of complex technical duties related to the acquisition of goods and services, and public works projects for the District in accordance with established laws, policies, procedures and guidelines; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Buyer, Senior - Special Projects serves in a lead capacity, prepares formal bid documents and performs the more complex procurements and contract administration.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Review and process requisitions for the purchase of materials, supplies, equipment, and services, including construction related services and public projects.
2. Evaluate requisitions and determine appropriate solicitation method such as Requests for Proposals (RFPs), Invitations to Bid (ITBs), Requests for Quotations (RFQs) and Requests for Information (RFIs);
3. Act as a point of contact with requesting department to review and revise terms and conditions of proposed contract language and provide technical assistance to the requesting department in the preparation of RFPs, ITBs, and RFQs.
4. Prepare, develop, and write detailed and complex formal specifications for bids(ITBs) and proposals (RFPs); receive bids and proposals and conduct bid openings; tabulate, evaluate, and analyze data; organize and lead evaluation committee processes; recommend award based on price and conformance to specifications.
5. Perform complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor's state license board, prevailing wage laws, etc.). Make recommendations based on outcome of research.
6. Prepare, process, and administer contracts. Review and evaluate contract provisions. Advise management on interpretation of contracts and agreements. Solve complicated contractual terms, investigate potential issues or complaints, provide guidance, assistance, and potential resolutions or remedies.
7. Prepare and submit contract documents for executions by all parties involved.
8. Perform reference checks, interview vendors, and recommend award of contracts as required. Review and oversee the scoring and selection process to ensure that the vendors receive a fair and equitable process and it is in compliance with applicable legal codes.
9. Write Board of Trustees agenda items for complex purchases and contract award recommendations.
10. Provide project administration for construction contracts and other public projects. Coordinate and prepare all contract correspondences with contractors, subcontractors, public agencies and the general public; set and maintain bid schedule; develop final bid specifications; solicit bids; issue bid documents and maintain planholder list; conduct job walks and bid conferences; issue bid amendments; conduct bid openings; prepare contract award recommendations, administer contract award documents such as verification of Certificates of Insurance Coverage including endorsements and limits, bonding requirements, and compliance with the Project Stabilization Agreement; verify

Contractor registration and report projects to Department of Industrial Relations as required by law; act as contract administrator for substitution of subcontractor requests, stop payment notices, and public record requests; process change orders.

11. Interpret and explain rules, regulations, policies and procedures related to purchasing functions to district personnel and the public in accordance with established procedures. Communicate in a positive manner with the goal of helping others understand the processes.
12. Develop and maintain a variety of records and files related to contracts, board material and other purchasing and contracts information and material.
13. Assist in analyzing departmental activities and documents for compliance with district policies, laws and governmental rules and regulations.
14. Monitor developments in the field of Public Purchasing in California and recommend improvements to internal processes, policies, and procedures.
15. Provide training and guidance to personnel and to the public as assigned. Prepare training documentation and hold training sessions for District personnel as needed.
16. Serve as a liaison for the District between District staff, consultants, vendors, contractors, governmental agencies, and the Public to 1.) Acquaint them with procurement policies and procedures and to obtain information on products, services, or bid solicitations, and 2.) Resolve contractual issues, problems, or other disputes and offer remedies and solutions for resolution.
17. Conducts complex cost-price and total cost of ownership analysis and identifies potential cost savings.
18. Participate in the Emergency Operations Center as the Purchasing department liaison. May act for the Purchasing Director as designated.
19. Serve as manager of the department in absence of Director.
20. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. District and department purchasing policies and procedures.
2. Current market conditions, types, and sources of supplies, materials, equipment, and services 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. Interpersonal skills using tact, patience and courtesy.
6. Proper business etiquette for both oral and written communication.
7. Correct English usage, grammar, spelling, punctuation and vocabulary.
8. California Public Contracts Code, Education Code, Government Code, Uniformed Commercial Code, and other legal codes and laws that apply to public agency purchasing and public works projects.
9. Governmental methods and procedures used in public sector competitive bidding.
10. Basic math and elementary algebra.

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 laws, policies, procedures and guidelines.
3. Read, interpret, apply and explain laws, rules, regulations, policies, procedures, and legal contracts.

4. Exercise sound judgment and reason logically in the decision-making process for the purchase of a variety of materials, supplies and equipment and services.
5. Understand and follow oral and written directions.
6. Plan and organize work; apply good organizational skills.
7. Communicate effectively both orally and in writing.
8. Research and analyze the purchasing market according to seasonal trends.
9. Establish and maintain cooperative and effective working relationships with others; work as a positive team member; work collaboratively to gain and maintain confidence and cooperation in the course of work.
10. Work independently with minimal direction.
11. Work under pressure and adapt to changing circumstances.
12. Manage multiple competing priorities to meet schedules and time lines.
13. Train and provide work direction to others.
14. Give presentations and/or training sessions to departments, vendors, and other organizations.
15. Maintain records and prepare reports.
16. Operate a variety of office equipment including a computer and scanner and use enterprise resource planning software.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in accounting, business, public administration, purchasing or related field.
2. Four (4) years increasingly responsible experience in the purchase of goods and services, construction and/or public works and contract management.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Multi-campus department and site visits.
3. May include travel to conduct work.

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 for written communication and correspondence.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Lifting, carrying, pushing or pulling objects up to 20 lbs.

Date Approved: February 2015
EEO Code: H-30