



## **BUYER, SENIOR**

### **DEFINITION**

Under general direction, performs specialized and complex purchasing and procurement work, including purchasing a variety of services, materials, supplies, products, and equipment according to applicable laws, District purchasing policies and procedures, and requisition specifications; oversees procurement for construction and special projects; conducts competitive solicitations, processes contracts, and related sourcing activities; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned managerial staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the Buyer series. Incumbents work under general direction, exercise a high level of discretion and independent judgment in performing the full range of complex District-wide purchasing and procurement activities, programs, and contract writing, negotiation, and administration, and have responsibility for ensuring the efficient and effective functioning of assigned program or operational area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is occasionally reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Successful performance of the work requires thorough knowledge of governmental procurement practices and procedures, purchasing, and formal and informal bid processes.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Procures services, supplies, materials, products, and equipment ensuring compliance with procurement and purchasing regulatory requirements, policies, and procedures.
- Reviews and evaluates requisitions for purchase of materials, supplies, equipment, and services and recommends appropriate solicitation methods such as request for proposal (RFP), request to bid (RFB), request for quotation (RFQ), and request for information (RFI); reviews requisitions for completeness and compliance; and processes requisitions to purchase orders.
- Consults with user departments in preparing, developing, and writing detailed specifications and complex formal and competitive solicitations; obtains competitive quotes, bids, and proposals, product information, and technical data; establishes vendor sources; researches availability, quality, and price of services, equipment, and supplies.
- Conducts bid openings; receives bids, quotes, and proposals and conducts vendor pre-qualification and selection processes; and organizes and leads evaluation committee processes by evaluating and analyzing data, interviewing vendors, conducting reference checks, and recommending award based on price and conformance to specifications while ensuring a fair and equitable process in compliance with legal requirements and established policies and procedures.
- Administers construction contracts by coordinating and preparing all correspondence with contractors, subcontractors, public agencies, and general public; prepares, reviews, and submits

contracts and supporting documentation for execution; processes change orders; ensures compliance with regulatory and contract stipulations.

- Reviews, examines, and processes requisitions, purchase orders, insurance certificates, surety bonds, and other related documents to ensure compliance with established purchasing procedures; reviews and approves purchase orders as authorized.
- Writes staff reports, gathers supporting documentation, and prepares Board agenda items.
- Prepares complex financial analyses and cost comparisons to determine the cost-effectiveness of acquiring equipment and services for the District.
- Performs complex research assignments to determine regulatory conformance of proposed contracts, analyzes data, interprets results, and develops reports.
- Serves as a liaison to staff, vendors, contractors, consultants, governmental agencies, legal counsel, and the general public by answering a variety of questions and responding to complaints and providing requested information; interpreting and explaining rules, policies, procedures, and regulations; providing training and guidance to staff and the public regarding District policies and procedures; and developing documentation and preparing and conducting training sessions as needed.
- Performs a variety of office support and customer service duties such as developing reports, writing various correspondence and memoranda, and maintaining various files and assigned databases.
- Stays abreast of new trends and innovations in the procurement, purchasing, and contract administration; monitors changes in laws, regulations, and technology that may affect college or District operations; implements policy and procedural changes as required.
- Provides training and guidance to assigned staff; checks and approves the work of staff as needed.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Advanced principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- Principles and practices of complex contract preparation, negotiation, and protest resolution.
- Complex specification writing, commodity markets and practices, pricing methods, and sales as applied to purchasing transactions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and techniques of critical thinking, conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Basic principles and practices of providing technical and functional direction to staff.
- Principles and practices of data collection and analysis and report preparation.
- Record keeping principles and procedures.
- Basic business arithmetic and statistics.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.

- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

- 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.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Lead and/or prepare assigned procurement, purchasing, and contracting activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Lead and manage complex solicitation and RFQ/RFP/RFB evaluation process including developing evaluation worksheets and leading cross-functional evaluation and selection teams, ensuring conformance to specifications, analyzing and calculating costs, preparing staff reports and agenda items for the Board, and issuing notice of award recommendations.
- Administer complex contracts to satisfactory execution, consistent with the District's standard terms and conditions, including scope of work, compensation payment milestones etc.
- Lead and oversee programmatic accountability and regulatory reporting activities.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field and five (5) years of increasingly responsible and varied procurement or purchasing experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **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 and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C1-60

**FLSA:** Non-Exempt

**EEO Code:** H-30

**Board Approved:** April 2021