



## **BUYER**

### **DEFINITION**

Under general supervision, performs responsible 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; conducts competitive solicitations, contract writing and negotiations, and related sourcing activities; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is the journey-level class in the Buyer series. Positions perform the full range of purchasing and procurement duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Senior Buyer in that the latter performs more technical, specialized, and complex purchasing and procurement tasks requiring additional training and/or experience and an in-depth knowledge of local, state, and federal regulations and District policies and procedures such as leading evaluation processes and contract development for construction projects.

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

- Procures services, supplies, materials, products, and equipment ensuring compliance with procurement and purchasing regulatory requirements, policies, and procedures by processing purchase requisitions and issuing purchase orders.
- Consults with user departments in developing detailed specifications and contracts.
- Develops and issues competitive solicitations including request for quote (RFQ), request for bid (RFB), request for proposal (RFP), and request for information (RFI); obtains competitive quotes, bids, and proposals, product information, and technical data; establishes vendor sources; researches availability, quality, and price of services, equipment, and supplies.
- Evaluates responses to solicitations for conformance to specifications by analyzing factors such as products offered, terms, discounts, conditions, delivery dates, future purchase options, vendor qualifications, and related factors; may facilitate product demonstrations, pre-proposal conferences, walk-throughs, and related vendor meetings.
- Determines lowest responsive bidder or best value proposal; makes award recommendations; writes and negotiates contracts as needed; resolves protests; prepares memoranda and amendments for award of contract for Board approval; issues notice of award recommendations upon approval.
- Reviews, examines, and processes requisitions, purchase orders, insurance certificates, and other related documents to ensure compliance with established purchasing procedures, and to confirm funding availability; approves purchase orders as authorized and recommends purchase orders for approval.

- Expedites delivery as needed; investigates and resolves complaints; provides information and guidance to District divisions/departments regarding purchasing processes and policies.
- Researches and analyzes market trends to recommend new products and advise departments of obsolete equipment, parts, and supplies.
- Maintains good working relationships with vendors and contractors; assists in resolving discrepancies and disputes; maintains related files and databases.
- 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.
- Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- Principles and practices of contract preparation, negotiation, and protest resolution.
- 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.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Basic business arithmetic.
- 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.
- Prepare specifications, investigate sources of supply, analyze market conditions, and prepare requests for proposal, bid, information, or quote.
- Coordinate 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 reports to the Board, and issuing notice of award recommendations.
- Negotiate contract terms and conditions.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Gather and compile information from a variety of sources.
- Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
- Maintain accurate databases, records, and files.
- Compose correspondence and reports independently or from brief instructions.
- Perform arithmetic computations accurately.
- 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.
- 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 an Associate's degree from an accredited college with coursework in purchasing, business or public administration, or related courses and three (3) 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; 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:** C1-54

**FLSA:** Non-Exempt

Buyer  
Page 4 of 3

**EEO Code:** H-50

**Board Approved:** April 2021