

**Contra Costa Community College District  
Classification Specification**

**Senior Buyer**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non- exempt	Technical/ Paraprofessional	PEU Local One	62	<b>07/30/09</b>	Classified	1 of 2

**DEFINITION:** This is a professional, skilled activity related to the procurement of goods and services for the District. Under the supervision of the Director of Purchasing, the Senior Buyer purchases common goods and services including materials, supplies, equipment and services and performs related clerical and computer related tasks and is responsible for the implementation, administration and timely completion of purchasing support on District projects.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Identifies requirements, prepares, issues, evaluates and awards requests for bids, proposals, and performs pricing analysis.
- Issues purchase orders; follows up to ensure the proper receiving and payment of confirming orders.
- Purchases common goods and services including supplies, equipment, maintenance agreements and repair service contracts in accordance with quality, quantity and specification requirements.
- Performs expediting duties.
- Maintains updated supply sources, bid lists and commodity files based upon industry trends and vendor contact.
- Assists the Director of Purchasing with research and data collection to establish districtwide standards.
- Identifies new suppliers through internet searches, surveys of other public agencies and other reference materials.
- Processes requisitions and issues purchase orders and change orders in the purchasing online system.
- Monitors and evaluates supplier performance; maintains supplier performance logs and databases.
- Participates in maintenance of the District's fixed asset and surplus databases; reconciles fixed asset purchases and asset tagging logs; oversees sales or donation of surplus personal property.
- Evaluates contract documents, furniture, equipment and supply requirements for conformance with project, budget and legal requirements.
- Analyzes space utilization and building uses; works with architects and suppliers to coordinate furniture, fixture and equipment purchases and installations.
- Monitors project budgets to ensure financial requirements are met.
- Acts as coordinating liaison with Facilities Department, campus staff, District management, consultants, contractors, architects, engineers, and other vendors.
- Prepares correspondence, reports and special studies using personal computer, spreadsheet, document management, word processing and related software applications.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:**

- Principles, procedures and best practices of public agency purchasing and public works construction, and new equipment acquisition
- Principles, procedures and best practices of industry and supply chain analysis and sourcing
- Principles, procedures and best practices of specification usage
- Principles, procedures and best practices of informal and formal bidding
- Principles, procedures and best practices of bid tabulation and analysis; basic contract negotiation, administration and termination practices and procedures
- Fixed asset record keeping and tracking methods and procedures
- Supplier management and evaluation methods
- Principles, procedures and best practices of surplus supplies and equipment disposition

## Senior Buyer

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	Non- exempt	Technical/ Paraprofessional	PEU Local One	62	07/30/09	Classified	2 of 2

- General office practices and procedures including on-line databases and systems, filing systems,
- Correct English usage, vocabulary, spelling, grammar and punctuation
- Personal computer hardware operations and software applications
- Principles, procedures and best practices of enterprise financial management software applications
- Federal and state laws and regulations related to purchasing and construction

### Ability To:

- Organize, assimilate and analyze complex information
- Purchase in an on-line environment; research and interpret complex policies, procedures and laws
- Perform detailed, complex administrative tasks with accuracy and speed; work independently with minimal supervision
- Perform arithmetic calculations with accuracy and speed; carry out written and oral instructions
- Establish and maintain effective working relationships
- Maintain and update computer documents, files and databases with proficiency; utilize networked personal computer, word processing, spreadsheets and document management software, and related software applications proficiently.

### Education/Training:

Associate degree from an accredited college or university in a related area or the equivalent.

### Experience:

Five years of experience in a related professional buying capacity, preferably in a government agency or public school district.

License/Certification: A valid Class C California Driver's License.