



BUYER, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	62	07/01/2017	Classified	1 of 3

DEFINITION

To perform skilled activities related to the procurement of goods and services for the District and related clerical tasks. Responsible for the implementation, administration, and timely completion of purchasing support on District projects.

DISTINGUISHING CHARACTERISTICS

Buyer, Assistant – This is the entry-level classification in the Buyer series. Positions in this classification are focused on routine, process driven tasks and perform less complex technical duties. Positions at this level usually exercise less independent discretion and judgement than that of a Buyer.

Buyer – This is the journey-level classification in the buyer series. Employees in this position independently perform moderately difficult to complex duties in purchasing assignments for equipment, materials, supplies, and services.

Buyer, Senior – Positions in this classification are responsible for performing the most specialized and complex technical duties within the work unit. Employees in this position may advise and offer direction to other departments relative to purchasing activities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates and prepares Districtwide non-construction board contracts.
- Identifies requirements, prepares, issues, evaluates and awards requests for bids and proposals and performs pricing analysis.
- Issues purchase orders; performs follow-up to ensure the proper receiving and payment of confirming orders.
- Purchases common goods and services including supplies, equipment, maintenance agreements; prepares service contracts in accordance with quality, quantity and specification requirements.
- Maintains updated supply sources, bid lists and commodity files based upon industry trends and vendor contacts.
- Assists 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.



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- 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.
- Prepares and submits timely board reports.
- Maintains hard copy and electronic files of contracts.
- Communicates and coordinates with Districtwide staff and vendors.
- Analyzes space utilization and building uses; works with architects and suppliers to coordinate furniture, fixture and equipment purchases and installations.
- Administers districtwide procurement program.
- 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 spreadsheets, document management, word processing and related software applications.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, procedures and best practices of:
 - *Public agency purchasing and public works construction and new equipment acquisition;
 - *Industry and supply chain analysis and sourcing;
 - *Specification usage;
 - *Informal and formal bidding process; bid tabulation and analysis; and basic contract negotiation, administration and termination practices and procedures;
 - *Surplus supplies and equipment disposition;
 - *Accounting and Enterprise Resource Planning (ERP) Systems.
- Fixed asset recordkeeping and tracking methods and procedures.
- Supplier management and evaluation methods.
- General office practices and procedures, including online databases and filing systems.
- Communicate effectively, both orally and in writing.
- Modern software applications (Microsoft Office Suite, etc.).
- Federal and state laws and regulations related to purchasing and construction.

Skill/Ability to:

- Organize, assimilate and analyze complex information.
- Purchase online; research and interpret complex policies, procedures and laws.



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- Perform detailed, complex administrative tasks with accuracy and speed.
- Work independently with minimal supervision.
- Perform mathematical calculations accurately.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Five (5) years of experience in a related professional buyer capacity, preferably in a government agency or educational institution.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college in business, accounting or a related field, or the equivalent.

Adopted: 07/01/17