

### BUYER

| **Reports to:**  | Supervisor, Purchasing  |
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| **Dept:** | Purchasing and Material Management | **Range:** | 24 |
| **FLSA:** | Nonexempt | **EEO:** | Technical/Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, perform a wide variety and scope of specialized/tech­nical purchas­ing/procurement duties in accordance with applicable laws, policies, procedures and guidelines; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Determine and evaluate appropriate procurement requirements; review, prepare, award, and process requests for qualifications (RFQs), requests for proposals (RFPs), requests for bids, informal and formal bid awards, purchase orders and contracts accurately and in a timely manner in accordance with appropriate cost and value parameters, authorizations of procurement, applicable laws, regulations, policies, procedures and guidelines. May coordinate and/or evaluate vendor presentations.
2. Participate in the development of bid specifications, requests for qualifications, requests for proposals and contracts for the procurement of general and construction-related goods and services and complex public works bidding, construction, contracting and contract administration; perform price, cost and value analyses of bids, quotes and proposals to determine which responses best suit the district’s needs; prepare documenta­tion for sub­mittal of award recommendations and award contracts; negotiate and incorporate contract terms and conditions; issue purchase orders and other documentation; monitor the status and compliance of bids, purchase orders and contracts throughout the bid and contract terms.
3. Verify compliance and respond to inquiries regarding independent contractor eligibility; process documentation and set up in ERP system.
4. Interpret, explain and provide technical expertise and guidance to district staff, contractors, and vendors in the acquisition of service, equipment and supplies including the develop­ment of technical specifications, compliance with policies/procedures, quality and value analysis of goods and services, budget and timeline constraints, RFQs, RFPs, bids, contracts and other procure­ment and materials management issues; analyze emergency requirements accurately and quickly and take effective courses of action.
5. Investigate complaints and discrepancies as appropriate, develop recommendations on purchasing and material management issues, negotiate and resolve conflicts with vendors and contractors to ensure accurate, cost-effective and timely receipt of goods and services.
6. Determine and pre-qualify appropriate supplier chains and commodity sources; establish new vendor and market resources as needed; interview vendors and maintain appropriate vendor lists and sources of supply.

### OTHER DUTIES:

1. Derive, organize and present analytical data to support purchasing and contracting activities and make sound business decisions or recommendations.
2. May serve on evaluation committee for requests for qualification and/or requests for proposals or bids.
3. Participate and collaborate with various statewide organizations and systems to develop and execute high-level contracts and agreements to achieve cost savings, value and legal com­pliance for the district; act as district representative in small business development activities to support opportunities for local veteran-, women- and minority-owned and disadvan­taged businesses with the district.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
2. Principles and procedures of purchasing and material management as utilized in public agency competitive bidding, procurement, including informal bidding under the California Uniform Public Construction Cost Accounting Act, contract administration and public works.
3. Applicable sections of the uniform commercial code, state education code, public contract code, government code, labor code and other applicable federal, state and local codes, regulations and laws.
4. Basic math, statistical math, financial recordkeeping techniques and total-life costing tech­niques.
5. Contract negotiation and conflict resolution methods and techniques.
6. Modern office practices, procedures and equipment.
7. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
8. Telephone techniques and etiquette.

### ABILITY TO:

1. Perform a variety of functions and procedures used in the purchasing and contract­ing of district supplies, services and equipment.
2. Evaluate contract, agreement and bid language and related documents and make sound recommendations for improvement.
3. Expedite and prioritize purchasing transactions, mail, deliveries and requests for services as needed.
4. Organize, set priorities and exercise sound, independent judgement within areas of responsibility.
5. Compose routine business correspondence and organize and present analytical data.
6. Operate a variety of office equipment, a computer and appropriate software
7. Make arithmetic and statistical calculations and perform basic cost accounting quickly and accurately.
8. Understand and follow oral and written directions.
9. Plan and organize work, including long-term and highly complex projects.
10. Meet schedules, budgets and deadlines.
11. Maintain auditable bid files and records and prepare reports and presentations.
12. Operate district vehicles and carts.
13. Communicate effectively, both orally and in writing.
14. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from a recognized college or university with an Associate’s degree and two years of progressively responsible purchasing and contracting experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours required on an as-needed basis.