BUYER
Series Specification
Buyer I
Buyer II
Buyer III
Senior Buyer/Contract Specialist

DEFINITION

This series specification describes four classes involved in the preparation of purchase orders and other procurement transactions; and doing related work as required.

TYPICAL DUTIES

Buyer I and II: Verifies detail encumbrance output and distributes encumbered purchase orders to appropriate parties. Prepares bids and quotes from multiple vendors for comparison pricing and availability. Assists customers in selecting merchandise. Verifies bids with purchase orders. Receives, logs, and files a copy of requisitions. Maintains vendor code files; computes total cost of items purchased, and prepares and issues purchase orders to vendors. Verifies terminology and specifications of purchase requests. Completes invitation-to-bid forms and mails forms to supplier firms or distributes forms for public posting; extends unit prices; and sends follow-up forms on any discrepancies. Types or writes purchase orders and sends copy to supplier and originating department; and fields all complaints and when appropriate, refers them to supervisors. Performs related duties as required.

**Senior Buyer / Contract Specialist:** Researches and investigates sources of supplies, materials, equipment and services. Interviews vendors and obtains information regarding price, availability, terms and delivery of goods and services. Provides technical assistance to District personnel and makes recommendations regarding purchases. Interprets and explains purchasing policies and procedures, applicable laws and regulations. Prepares written quotations for major purchases. Develops specifications and other documents required for the formal bidding process. Reviews and evaluates bids. Negotiates with vendors and recommends award of purchasing contracts. Reviews, analyzes, and maintains District contracts relating to facility leases, lease/purchase agreements and other District contracts. Maintains master contract files and coordinates the development review and implementation of contract terms. Monitors vendor compliance with legal requirements such as bonds and certificates of insurance related to contracts, including construction contract requirements. Prepares and maintains records and reports. Reviews and processes requisitions and performs related duties as required.

**ALLOCATION FACTORS**

Scope, level of difficulty, variety, and complexity of assigned tasks; degree of contact with District and college administrators and the public, independence of actions and decision; and consequence of decisions made.

**LEVEL DESCRIPTIONS**

**Buyer I:** The entry and first working level class of this series. Incumbents, under general supervision, perform a variety of duties involving the clerical aspects of purchasing operations.

**Buyer II:** The journey-level of this series. Incumbents, under direction, perform a variety of purchasing duties including the procurement functions.

**Buyer III:** The technician or lead level class of this series. Incumbents, under direction, perform the more complex procurement/purchasing functions including evaluation and review of quotes and bids with limited supervision.

**Senior Buyer / Contract Specialist:** Under supervision of the General Services Supervisor, reviews, evaluates, processes, and maintains contracts; purchases materials, supplies, equipment and services in accordance with applicable laws, regulations and District policies; analyzes product sources, quality, price and availability; and applies sound business practices in the development and analysis of contracts and purchasing functions.

**QUALIFICATIONS**

**EXPERIENCE/EDUCATION**

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<th>Promotional</th>
<th>General</th>
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<tr>
<td><strong>Buyer I</strong></td>
<td>Two years of clerical experience in financial record keeping or purchasing.</td>
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<tr>
<td>One year of experience in the Los Rios District performing duties at the level of an Account Clerk I.</td>
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### Buyer II

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<tr>
<th>Los Rios Community College District</th>
<th>Buyer II</th>
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<tr>
<td>One year of experience in Los Rios District performing duties at the level of a Buyer I, or equivalent.</td>
<td>Three years of responsible clerical experience in Purchasing, equivalent to a Buyer II in the District.</td>
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### Buyer III

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<tr>
<td>Two years of experience in Los Rios District performing clerical duties at the level of a Buyer II, or equivalent.</td>
<td>An Associate of Arts degree from an accredited college or university with an emphasis in business administration or related field and five years of responsible experience in purchasing equivalent to a Buyer II. (One additional year of qualifying experience may be substituted for educational requirement).</td>
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### Senior Buyer / Contract Specialist

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<th>Senior Buyer / Contract Specialist</th>
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<tr>
<td>Three years of experience in the Los Rios District performing duties at the level of a Buyer III, or equivalent.</td>
<td>A Bachelor’s degree with a major in business, public administration, economics, business law, accounting or a related field from an accredited college or university and two years of technical experience in business, finance, business administration, and/or purchasing, including experience in personal computer applications. Satisfactory completion of 60 semester units of course work, which includes purchasing, business related courses, business and contract law, business administration, accounting, or data processing with five years increasingly responsible experience in the business environment, or other qualifying experience as determined by the District.</td>
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(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

**KNOWLEDGE OF**

**All Levels:** Knowledge of administrative and clerical procedures and systems such as filing and records management systems, forms design principles, and other office procedures and terminology. Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques. Knowledge of purchasing procedures and policies; the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; and office
equipment. Knowledge of computer applications including word processing, databases, and spreadsheets; record keeping procedures associated with the receipt, storage, issue, and delivery of a variety of school supplies and equipment; and methods used in receiving, storing, issuing, and the inventory of supplies and equipment.

**Buyer III:** Knowledge of economic and accounting principles and practices and reporting of financial data; education code provisions and District polices related to procurement; and methods of purchasing by specification and competitive bidding. Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, and their applications.

**Senior Buyer / Contract Specialist:** Knowledge of sound business and public sector purchasing principles and practices; contract law; business law; vendors; and sources of supply. Knowledge of applicable sections of the Education Code, Public Contract Code, and other laws and regulations as applied to purchasing; negotiation skills; and technical specifications of office equipment including computers and various software programs. Knowledge of purchasing principles and practices.

**SKILLS IN**

**All Levels:** Skill in listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and using mathematics to solve problems. Skill in communicating effectively with others orally and in writing as indicated by the needs of the audience; identifying the nature of problems; and being aware of others’ reactions and understanding why they react the way that they do.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

**All Levels:** The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to make mathematical calculations quickly and accurately; perform complex clerical work in the area of purchasing; and operate standard office equipment such as: copiers, fax, calculating and adding machines. The ability to understand and carry out oral and written directions; input data with speed and accuracy; and learn, interpret, and apply specific rules and policies with good judgment, and ability to correctly follow a rule or set of rules in order to arrange things or actions in a certain order.

**Physical and Environmental Factors:** The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs; exert maximum muscle force to lift, push, pull, or carry objects.

**Buyer II:** The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to make mathematical calculations quickly and accurately; perform complex clerical work in the area of purchasing; and operate standard office equipment such as, copiers, fax, calculating, and adding machines. The ability to understand and carry out oral and written directions; input data with speed and accuracy; and learn, interpret, and apply specific rules and policies with good judgment. The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs; exert maximum muscle force to lift, push, pull, or carry objects; and correctly follow a rule or set of rules in order to arrange things or actions in a certain order.
**Buyer III:** The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to investigate sources of supply; perform complex clerical work in the area of purchasing; prepare and evaluate quotations and bids; and prepare bid specifications, notices, and advertisements. The ability to make mathematical calculations quickly and accurately; perform complex clerical work in the area of purchasing; and operate standard office equipment such as, copiers, fax, calculating, and adding machines. The ability to understand and carry out oral and written directions; input data with speed and accuracy; and learn, interpret, and apply specific rules and policies with good judgment. The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs; exert maximum muscle force to lift, push, pull, or carry objects; and correctly follow a rule or set of rules in order to arrange things or actions in a certain order.

**Senior Buyer / Contract Specialist:** The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to analyze data; prepare, review, verify, and process purchasing forms and documents; and monitor contractual agreements. The ability to research sources of goods and services and make recommendations concerning District purchases; prepare complex specifications; and negotiate, write and administer District contracts. The ability to learn and interpret laws, rules, and other regulations; and to plan and organize work with minimum supervision.

**TYPICAL EQUIPMENT USED** (May include, but not limited to)
Computer, fax, typewriter, calculator, and copier.