

BUYER
Series Specification
Buyer
Senior Buyer/Contract Specialist

DEFINITION

This series specification describes two classes involved in the preparation of purchase orders and other procurement transactions under the supervision of assigned supervisor/manager.

LEVEL DESCRIPTIONS

Buyer: Under minimal oversight, perform complex procurement/purchasing functions including evaluation and review of quotes and bids.

Senior Buyer/Contract Specialist: Under minimal oversight may function as leads or technical specialist. This position is distinguished by the amount of responsibility, leadership and discretion exercised, expertise demonstrated, and complexity and scope of work performed.

TYPICAL DUTIES

Buyer: Verify detail encumbrance output and distribute encumbered purchase orders to appropriate parties; review outstanding purchase order reports; run routine reports for analysis of aged purchase orders and determine necessary steps to complete the purchasing transaction; oversee the preparation of purchase orders, bids, quotations, and specifications; maintain vendors; input tax-reporting information and identify 1099 reportable vendors; send tax forms to new vendors; compute total cost of items purchased, and prepare and issues purchase orders to vendors; maintain list of bidders for routine commodities and services; complete invitation-to-bid forms and distribute; prepare bids and quotes from multiple vendors for comparison pricing and availability; analyze bids and make recommendations on awarding of contracts; verify bids with purchase orders; maintain specified District contract files; analyze and monitor maintenance agreements and contracts to ensure accurate equipment identification and invoicing terms; receive and process requisitions; close purchase orders as appropriate; obtain and evaluate quotations and award orders, and recommend awarding of orders; verify terminology and specifications of purchase requests; extend unit prices and follow-up on any discrepancies; assist customers in selecting merchandise; assist colleges and departments with merchandise returns; expedite and track shipments; provide assistance to college and District office staff regarding budget checking of transactions in the purchasing financial system; review budget information to ensure appropriate expenditures in accordance with California Community Colleges Budget and Accounting manual guidelines. Perform related duties as assigned.

Senior Buyer/Contract Specialist: In addition to the duties of the Buyer, research and investigate sources of supplies, materials, equipment and services; interview vendors and obtain information regarding price, availability, terms and delivery of goods and services; provide technical assistance to District personnel and make recommendations regarding purchases; interpret and explain purchasing policies and procedures, applicable laws and regulations; prepare written quotations for major purchases; develop specifications and other documents required for the formal bidding process; negotiate with vendors and recommend award of purchasing contracts; review, analyze, and maintain District contracts relating to facility leases, lease/purchase agreements and other District contracts; maintain master contract

files and coordinate the development review and implementation of contract terms; monitor vendor compliance with legal requirements such as bonds and certificates of insurance related to contracts, including construction contract requirements; prepare and maintain records and reports. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Buyer

Two years of experience as an Account Clerk III in Los Rios Community College District.

Three years of experience related to the duties of the position.

Senior Buyer/Contract Specialist

Two years of experience in the Los Rios Community College District as a Buyer.

Three years of experience related to the duties of the position.

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.

EDUCATION

Buyer: An associate's degree with a concentration in business administration or related field. (One additional year of qualifying experience may be substituted for up to one year of the educational requirement.)

Senior Buyer/Contract Specialist: A bachelor's degree with a concentration in business or a related field; **OR**, a bachelor's degree in any discipline and one additional year of experience related to the duties of the position.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Both Levels: Economic and accounting principles and practices, and reporting of financial data; methods of purchasing by specification and competitive bidding; methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing;

principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

Senior Buyer/Contract Specialist: Basic principles of leadership, oversight and training.

ABILITY TO

Both Levels: Perform the essential functions of the position; input data at the speed required to efficiently perform the duties of the position sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

Senior Buyer/Contract Specialist: Effectively train, assign and oversee the work of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.