

**JOB TITLE: BUYER**

Classification: Classified
Salary Range: 39

Retirement Type: PERS*
Reallocated/Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Business Services, perform a variety of duties related to the acquisition of supplies, equipment, materials and services for the District; purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

REPRESENTATIVE DUTIES:

Receive, review and process requisitions; determine appropriate methods of procurement in accordance with Board policies and directives.

Prepare formal bids and quotations; analyze bid terms and conditions; contract vendors regarding purchases and bids; evaluate bids received and recommend award.

Expedite purchase orders and requisitions within established procedures; evaluate delivery response time, quality of goods and services, District schedules, invoice procedures and dependability.

Assure compliance with a variety of laws, codes, regulations and restrictions related to the procurement of goods and services for the District; evaluate and recommend cost savings methods.

Interview and correspond with vendors; coordinate demonstrations of vendor materials, product and services.

Provide technical expertise and assistance to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints.

Review trade publications and journals; maintain files of vendors, catalogs and listings; maintain bidding calendar and other reports as assigned.

Assist in the maintenance of computerized records related to the purchasing function.

Assist in preparing contract documents as assigned.

Operate data entry equipment to input, update and maintain budget, vendor and related purchasing information.

Train and provide work direction to clerical personnel as assigned.

Perform related duties as assigned.

JOB QUALIFICATIONS:**Education and Experience:**

Any combination equivalent to: two years of college-level course work in procurement, business or related field and two years of purchasing experience.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Public purchasing and procurement principles, practices and procedures.

Methods and procedures used in the purchase of college District supplies and equipment.

Applicable sections of State Education Code and other applicable laws.

Types and sources of supplies, materials and equipment commonly used in a community college district.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Abilities/Skills:

Effectively and efficiently purchase a variety of supplies, equipment and materials.

Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.

Evaluate prices, terms, discounts and quantities to purchase items cost-effectively.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Train and provide work direction to others.

Meet schedules and time lines.

Maintain records and files.

Add, subtract, multiply and divide quickly and accurately.

Operate office equipment including calculator, computer terminal and copier.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.