

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **BUYER**

*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 within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of complex technical duties related to the acquisition of supplies, equipment, materials, maintenance agreements, and repair service or other services contracts for the District; ensure compliance with all applicable state laws and District policies; and maintain a variety of purchasing-related records, reports, and files.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Purchase common goods and services including supplies, equipment, maintenance agreements, and repair service or other services contracts in accordance with quality, quantity, and specification requirements; assist and make recommendations on products and services; ensure all purchasing activities comply with laws, policies, procedures, rules, and regulations.
2. Receive and review purchase requisitions for accuracy and completeness; ensure proper data entry, proper authorization, and supporting documentation.
3. Identify commodities; prepare, issue, evaluate, and award requests for quotes, bids, and proposals; advertise procurements in the newspaper and conduct public bid openings or negotiations on proposals as necessary.
4. Perform a variety of functions related to bid and proposal preparation including preparing all necessary forms for the pre-bid conference and bid opening.
5. Perform pricing analysis and conduct market survey to obtain competitive pricing; conduct pre-award surveys on prospective vendors to determine responsibility to receive award; prepare bid abstracts and provide recommendation or basis for award; complete all necessary documentation.
6. Approve and issue purchase orders; process change orders; follow up to insure the proper receiving and payment of confirming orders.
7. Perform expediting duties including the processing of emergency orders; coordinate with warehouse personnel for immediate delivery upon arrival.
8. Follow up with vendors regarding damages, shortages, late shipments, returns, credits, and exchanges; coordinate actions with warehouse personnel for returning or exchanging order.
9. Reconcile receiving and invoicing discrepancies with warehouse and accounting personnel as necessary.
10. Assist in contract analysis as necessary.
11. Maintain up to date source information through source catalogs, reference materials, internet searches, prior purchases made, or referrals from other public purchasing individuals.
12. Monitor and evaluate supplier performance; maintain supplier performance logs and databases.

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13. Administer and maintain the District's fixed asset and surplus lists and databases; reconcile fixed asset purchases and asset tagging logs; maintain updated surplus lists.
14. Coordinate program work schedules and the management of individual projects; prepare and supervise the preparation of working drawings, specifications, and contract documents.
15. Serve as coordinating liaison with District officials, consultants, contractors, architects, engineers, and other vendors in the matter of facility projects.
16. Respond to vendor and staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
17. Maintain a variety of records, reports and files related to purchasing activities; update and maintain information in computer system as necessary.
18. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of a comprehensive purchasing program for a public agency.
2. Principles, procedures, and practices of public agency purchasing.
3. Types of supplies, materials, commodities, and services commonly used in educational institutions.
4. Basic contract negotiation, administration and termination practices and procedures.
5. Fixed asset record-keeping and tracking methods and procedures.
6. Supplier management and evaluation methods.
7. Principles, procedures, and best practices of specification creation and usage.
8. Principles, procedures, and best practices of proposals and informal and formal bidding as well as bid tabulation and analysis.
9. Principles, procedures, and best practices of surplus supplies and equipment disposition.
10. Principles and techniques of research.
11. Principles, practices, and procedures of inventory and quality control.
12. Basic principles and practices of accounting.
13. Principles and practices used to establish and maintain files and information retrieval systems both paper hard copy and electronic.
14. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
15. Principles of letter writing and basic report preparation.
16. Basic principles and practices of accounting.
17. Principles and procedures of record keeping and filing.
18. English usage, spelling, grammar, and punctuation.
19. Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

1. Organize, assimilate and analyze complex information.
2. Evaluate quality and price of products to judge suitability of goods and alternatives offered.
3. Interpret and apply purchasing policies and applicable state laws and regulations.

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4. Analyze, evaluate and modify purchasing methods and procedures.
5. Purchase in an on-line environment.
6. Perform detailed, complex administrative tasks with accuracy and speed.
7. Perform mathematical calculations quickly and accurately.
8. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
9. Plan and organize work to meet changing priorities and deadlines.
10. Implement and maintain standard filing systems.
11. Maintain accurate records and controls.
12. Work independently in the absence of supervision.
13. Understand and carry out oral and written instructions.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work and specialized training in business or public administration, purchasing, materials management, economics, accounting, or a closely related field. A Bachelor's degree is desirable.

**Experience:**

Two years of purchasing experience, preferably within a public agency.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

9/15/98;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial – Fiscal