

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DISTRICT BUYER**

#### **BASIC FUNCTION:**

Under the direction of the Purchasing Supervisor, perform a variety of duties related to the acquisition of supplies, equipment, material and services for the District; purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines; maintain inventory and other purchasing-related records.

#### **REPRESENTATIVE DUTIES:**

Analyze, prioritize, receive, review and process requisitions; contact appropriate vendors to obtain price quotes, availability, methods of procurement and related data to complete purchase orders; prepare purchase orders for authorized signatures. *E*

Prepare bid specifications; analyze bid terms and conditions; interview vendors regarding purchases and bids; evaluate bids received and recommend award. *E*

Follow up on and expedite purchase orders and requisitions within established procedures; evaluate delivery response time, quality of goods and services, District schedules, invoice procedures and dependability; maintain performance records on vendors and equipment. *E*

Provide information and assistance to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints between suppliers, manufacturers and the District. *E*

Process copier repair requests and maintain records; assist in inventory control. *E*

Operate office equipment as assigned. *E*

Maintain vendor information and catalogs. *E*

Review trade publications and journals; analyze and evaluate current market trends. *E*

Communicate with suppliers regarding equipment repair; communicate with warehouse, maintenance and data processing personnel to arrange for pick-ups, deliveries and moves. *E*

Conduct request for quotes for maintenance contracts and process annually. *E*

Program, troubleshoot, install, maintain and train others in the use of copiers and fax equipment.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Purchasing, inventory and procurement principles, practices and procedures.  
Methods and procedures used in the purchase of college District supplies and equipment.  
Research techniques.  
Applicable sections of the State Education Code and other applicable laws relating to purchasing.  
Spreadsheet, database and word processing programs.  
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.  
Basic accounting procedures.  
Oral and written communications skills.

**ABILITY TO:**

Effectively purchase a variety of supplies, equipment and materials.  
Follow laws, rules and regulations affecting the purchase of District supplies and equipment.  
Work with incomplete or conflicting data.  
Prepare clear and concise specifications.  
Evaluate prices, terms, discounts and quantities to purchase items cost effectively.  
Understand and follow oral and written directions.  
Establish and maintain effective and cooperative working relationships with others.  
Communicate effectively with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Maintain records and files.  
Make arithmetic calculations quickly and accurately.  
Operate various office equipment, such as calculator and computer terminal.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college level course work in procurement, business or related field and three years experience in purchasing, preferably in a school district setting.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL ABILITIES:**

Seeing to read and research specifications.

Hearing and speaking to communicate with vendors and District staff.

Reaching to file documents.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.