SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISTRICT BUYER

SUMMARY DESCRIPTION

Under general supervision of the Director of Procurement, Central Services & Risk Management, perform a variety of technical duties related to the acquisition of supplies, equipment, materials, and services for the District; purchase quantity items and services economically, efficiently and in compliance with State and Federal laws, bid limits, and Board policies; maintain inventory and other purchasing-related records; and keep abreast of changes to related statutes and regulations and best practices in public procurement especially as it relates to public education.

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. Perform a variety of duties involved in the acquisition of supplies, equipment, materials, and services for District departments and operations; assist and make recommendations on vendors, products and services; ensure all purchasing activities comply with policies, procedures, statutes, and regulations. . *E*
- 2. Analyze, prioritize, receive, review and process requisitions; seek the best price through competitive quoting/bidding; 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*
- 3. In compliance with public procurement practices, coordinate and perform a variety of functions related to the formal bid process; prepare bid specifications; analyze bid terms and conditions; create bidders list; interview vendors regarding purchases and bids; evaluate bids received and recommend award. *E*
- 4. Prepare and file all reports and documents required by State agencies as required by statue. Maintain awareness of legislative changes, new trends and other developments in the field of public procurement especially as it relates to public education; incorporate changes in processes as appropriate; recommend changes to conform to best practices. *E*
- 5. 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
- 6. 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*
- 7. Prepare contracts including but not limited to professional services agreements, contractor agreements and maintenance contracts as applicable to purchase orders issued. Prepare annual maintenance contracts for computer hardware and software, office, and telecommunication equipment; monitor expiration dates and notify appropriate party; confirm information/changes with users; obtain authorization to renew contract; contact vendors for pricing; obtain and review new contract; negotiate changes and as appropriate source new vendors. *E*
- 8. Maintain documentation and interface with receiving, accounting, and vendors to analyze and resolve any invoice problems or discrepancies such as delivery, past-due orders, damaged, or incorrect goods; coordinate documentation required for vendor repairs and exchanges. *E*

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- 9. Locate and develop new sources for supplies, equipment, and services by using a variety of resources including the internet, purchase consortiums, and trade publications and journals; identify and provide outreach to small and minority businesses enterprises; analyze and evaluate current market trends. *E*
- 10. Maintain and schedule vehicle rentals through outside sources for campus use as needed. E
- 11. Process copier repair requests and maintain records; assist in inventory control. E
- 12. Provide training and assist users with troubleshooting the online purchasing system. E
- 13. Establish and maintain files and records of purchasing activities; maintain current and updated vendor database; E
- 14. Assist with disposal of surplus property. E
- 15. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, practices, methods, and techniques used in Public procurement especially public education

Operations, services, and activities of a comprehensive purchasing program for an educational institution.

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

Principles and techniques of research.

Applicable sections of the State Education Code, Public Contracting Code, Government 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.

Principles and methods of negotiations.

Principles, practices, and procedures of inventory and quality control.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Office procedures, methods, and equipment including computers, e-procurement systems and applicable software applications.

Basic principles and practices of accounting.

Principles of letter writing and basic report preparation.

Principles and procedures of record keeping and filing.

English usage, spelling, grammar, and punctuation.

Oral and written communications skills.

Ability to:

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

Understand, interpret, and apply laws, rules and regulations affecting the purchase of District supplies, equipment and services.

Work with incomplete or conflicting data.

Prepare clear and concise specifications.

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

Operate office equipment including computers and supporting software applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Understand and carry out oral and written directions.

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Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet changing priorities and deadlines.

Maintain accurate records and files.

Make arithmetic calculations quickly and accurately.

Work independently in the absence of supervision.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: An Associate's Degree from an accredited college with major course work in procurement, business or related field and three years' experience in public procurement, preferably in a school district setting.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

CPPB (Certified Professional Public Buyer) certification issued by the UPPCC (Universal Public Procurement Certification Council) is highly desirable.

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; possible exposure to dissatisfied individuals.

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.

<u>Vision</u>: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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