

SENIOR BUYER
JOB DESCRIPTION - CLASSIFIED

POSITION OVERVIEW

Under direction, performs specialized and complex purchasing and procurement work, including purchasing a variety of services, materials, supplies, products, and equipment according to applicable laws, District procurement policies and procedures, and requisition specifications; procurement related to construction, renovations, and maintenance requests; and performs related duties as assigned.

REPRESENTATIVE DUTIES

- 1) This position is a leader in the Purchasing team and requires independent and sound problem solving and judgement skills.
- 2) Responsible for coordinating and issuing high value, construction, strategic or complex solicitations, projects and contracts;
- 3) This position performs at the expert, professional level requiring individual work in research, solicitation, guidance and completion of procurement requests;
- 4) Works with District departments to organize, prepare, issue and coordinate complex strategic solicitation methods as appropriate and required, including guiding end users in writing scope of work, finalizing specifications and facilitating the evaluation of the solicitation process;
- 5) Conducts bid openings; receives bids, quotes, and proposals and conducts vendor pre-qualification and selection processes; organizes and leads committee processes by evaluating and analyzing data, interviewing vendors, conducting reference checks, and recommending award based on price and conformance to specifications while ensuring a fair and equitable process in compliance with legal requirements and established policies and procedures;
- 6) Assists in the development of informal, and formal bids, requests for proposals or quotes and prepares analysis of bid results including drafting recommendations for a course of action to District administration and Board of Trustees;
- 7) Performs data and financial analysis for purchasing activities;
- 8) Trains and educates District staff on purchasing practices, procedures and processes;
- 9) Develops resources to assist District staff and vendors with procurement requirements;
- 10) Provides District-wide guidance on procurement, contract requirements, vendor information and insurance related matters;
- 11) Work collaboratively with the colleges and centers to streamline processes, develop consistent purchasing practices, and facilitate purchasing activities;
- 12) Stays abreast of new trends and innovations in the areas of procurement, purchasing, and contracts; monitors changes in laws, and regulations, and technology that may affect the District's operations;
- 13) Performs a variety of other duties and special projects as requested.

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JOB DESCRIPTION – CLASSIFIED (CONTINUED)

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated supervisor/administrator and may direct the work of other department staff.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Advanced principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
- Principles and practices of complex contract preparation, negotiation, and protest resolution.
- Complex specification writing, commodity markets and practices, pricing methods, and sales as applied to purchasing transactions.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and techniques of critical thinking, conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Techniques for effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio- economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Lead and/or prepare assigned procurement, purchasing, and contracting activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field and five (5) years of increasingly responsible and procurement or purchasing experience.