



TITLE	CLASSIFICATION	SALARY GRADE
BUYER, SENIOR	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under minimal direction, perform difficult and complex technical duties related to the purchasing of services, supplies, and equipment in accordance with established policies and regulations; program, train users and administer the District purchasing software system; serve as lead worker to Buyers; and perform related work as required.

SCOPE:

The Buyer, Senior configures business rules within the purchasing software system; trains users on the system; researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, requests for proposals, front ends for bid documents, and analyzes bid results; authorizes and signs purchase orders up to \$5,000; processes purchase orders; review contracts for completeness, risk management, and accuracy; verifies available funds and appropriateness of budget codes in accordance with District policy; prepares and maintains relevant District contract files.

DISTINGUISHING CHARACTERISTICS:

The Buyer, Senior is distinguished from the Buyer by the additional coordination duties and highly technical skills required; the Senior Buyer is responsible for training users of the purchasing software and policy; the Senior Buyer is the lead worker in the Purchasing Office.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as administrator, trainer, and programmer of the purchasing system.
2. Facilitates bid/quote process for District for public work projects, services, supplies and equipment; consults with users and outside consultants to develop technical specifications; performs bid analysis and makes recommendations regarding purchases; prepares and administers contracts, prepares bid documents and oversees the mailing and distribution process; provides guidance on District procurement policy, regulations & laws.
3. Prepares and processes purchasing forms such as purchase orders, honoraria and Independent Contractor requisitions; obtains proper documentation to assign and track vendor numbers; verifies budget codes and availability of funds.
4. Determines and develops appropriate sources of supplies and maintains contact with vendors to stay current with trends, technologies, products and services.
5. Reviews all travel requests from District employees for completeness; evaluates requests, and processes purchase orders for travel and related activities within reasonable expense and department's budgets.

KEY DUTIES AND RESPONSIBILITIES (Continued):

6. Reviews requests for removal and disposal of surplus items via donation, auction etc.; reconciles stores inventory; maintains archived District Records Retention Program in accordance with Public Education Code.
7. Maintains complex central filing system for all District contracts in accordance with District policies, Public Contract Code, and state regulations; interprets contracts for appropriate language and formats. Prepares monthly reports for the Board of Trustees.
8. Maintains and reviews insurance certificates for procurement of services (general/professional liability, hazardous materials, workers' compensation etc.); maintains Department of Motor Vehicles Records for District.
6. May be responsible for and specialize in a specific commodity such as furniture, stockless stores, construction projects, medical and/or technical equipment, etc.; research and respond to educational and operational requirements of the District.
7. Resolves problems and issues arising from purchase of services, supplies and equipment with internal and external clients.
8. Serves as lead worker to Buyers.
9. Supervise and train student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Learn and interpret rules, regulations, and instructions; specify business rules of operation for purchasing software as well as train other users; write specifications, develop bid documents, and analyze bid results; analyze and understand, negotiate and administer legal contracts and forms; perform detailed work related to purchasing with judgment, accuracy, confidentiality and speed; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Principles and practices of modern purchasing methods, procedures, specifications preparation and contract administration; complex purchasing software; Uniform Commercial Code, Education Code, Government Code, Public Contract Code, Civil Code, Federal Acquisitions Regulations and case law regarding these codes; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; standard computer software programs.

Preferred additional knowledge: Occupational Safety and Health, and Drug Enforcement Administration regulations.

EMPLOYMENT STANDARDS – Continued

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree including computer and/or business courses.

Experience:

Increasingly responsible experience in purchasing a variety of general and specialized items, contract administration, shipping and receiving, and basic accounting, preferably for a public entity. Experience training and directing the work of others.