

TITLE: Buyer

CLASSIFICATION: Classified

SALARY GRADE: C10

SCOPE OF POSITION:

Under general direction, facilitates, and administers the solicitation of goods and services within each assigned category for the District. Facilitates relationships with external vendors and serves as a resource to the college community in providing customer service and guiding the preparation of requisitions. Initiates and oversees the public procurement bid/quote process for services, supplies and equipment.

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. Reviews and edits requisitions. Processes, signs, and issues purchase orders, professional service agreements, change orders, and other documents for the solicitation of goods and services for the District.
2. Verifies allocation of budget codes and availability of funds.
3. Prepares solicitation documents for competitive sealed bids and proposals, requests for quotations, and requests for statements of qualification for District services, supplies, and equipment required by departments.
4. Facilitates and administers the bid process. Conducts pre-bid site walks and pre-proposal conferences.
5. Reviews bids and/or proposals, performs price analysis, and analyzes results. Prepares and sends notices of award and notices to proceed.
6. Performs spend-analysis and negotiates savings with vendors. Develops relationships with vendors, evaluates vendor performance, and assists in resolving contract issues.
7. Communicates purchasing policies and procedures to all personnel and interprets policies and procedures. Provides general training and support to internal and external customers, including with purchasing software.
8. Develops, implements, and maintains a commodity inventory strategy that supports District supply needs.
9. Oversees, maintains, and reconciles District cell phone program.
10. Maintains and updates Department of Motor Vehicles records for District vehicles.

KNOWLEDGE OF:

1. Current purchasing methods, procedures, and specifications preparation.
2. Methods and techniques utilized in analyzing the quality of services, supplies, and equipment.
3. Sources of purchasing information.

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KNOWLEDGE OF – Continued

4. Budgets and revenue control.
5. Basic web accessibility tools and document remediation.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including Uniform Commercial Code, Education Code, Government Code, Public Contract Code, Civil Code.
7. Applicable technology usage, including standard office productivity software and other appropriate technology, including purchasing software.

ABILITY TO:

1. Learn and interpret technical rules, regulations, and instructions.
2. Write specifications, prepare bid documents, handle bidding process, and analyze all bid results.
3. Analyze, understand, and negotiate legal contracts and forms.
4. Maintain and prepare records, files, and reports.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree in a closely related field of study required.

EXPERIENCE:

2+ years of experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).