

TITLE: Buyer, Senior

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, facilitates and performs technical purchasing processes, including the procurement of services, supplies, and equipment in accordance with established policies and practices and provides technical training to users on procedures and software. Prepares and evaluates solicitations such as bids, requests for proposals, and requests for qualifications for District projects and services, awards contracts, and purchase orders. Develops and maintains relationships with external vendors and serves as a resource to the college community. Maintains the integrity and equity of the public procurement process. Serves as a lead worker to other classified staff in the area.

DISTINGUISHING CHARACTERISTICS:

The Buyer, Senior is distinguished from the Buyer by the higher-level problem solving and technical skills required. This classification is responsible for providing technical training to users on the purchasing policies, procedures and purchasing software.

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. Facilitates bid/quote/request for proposal/request for qualifications process for District public works projects, services, supplies, and equipment. Consults with users and outside external consultants to develop technical specifications and/or scopes of work for projects.
2. Facilitates pre-solicitation and solicitation conferences, evaluation committee meetings, and vendor presentations and demonstrations.
3. Performs bid or proposal analyses and makes recommendations regarding purchases. Prepares solicitation documents and contracts, and oversees the distribution process.
4. Provides guidance on District procurement ethics, policy, regulations, and laws. Ensures compliance with all legal requirements for purchasing, including accessibility requirements.
5. Provides technical expertise, training, and support to District on procurement related software.
6. Prepares and processes purchasing forms including purchase orders, and professional services agreements. Obtains proper documentation to assign and track vendor numbers. Verifies budget codes and availability of funds.
7. Determines and develops appropriate sources of supplies and maintains contact with vendors to stay current with trends, technologies, products, and services.
8. Maintains and reviews insurance certificates for procurement of services (e.g., general/professional liability, hazardous materials, workers' compensation).
9. Resolves problems and issues arising from purchase of services, supplies, and equipment with internal and external clients.
10. Maintains Department of Motor Vehicles Records for the District.
11. May serve as lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

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KNOWLEDGE OF:

1. Principles and practices of current purchasing methods, procedures, specifications preparation, and contract administration.
2. Methods and techniques utilized in analyzing the quality of services, supplies, and equipment.
3. Sources of purchasing information.
4. Budget 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. Interpret rules, regulations, and instructions
2. Understand and apply business rules of operation for purchasing software and train other users.
3. Analyze and understand legal contracts and forms.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. 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:

3+ years of experience in purchasing a variety of general and specialized items, contract administration, 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](#).