

PALOMAR COMMUNITY COLLEGE DISTRICT

BUYER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of technical duties in the purchase of supplies, equipment, materials and services for the District; to prepare contracts and agreements for special purchases; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Buyer series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Buyer in that the latter oversees administration of all maintenance, service and other yearly agreements, and assumes supervisory responsibility in the absence of the Supervisor Purchasing Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Purchasing Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Process purchase requisitions and issue purchase orders for a variety of equipment, supplies, materials and services from qualified sources in compliance with applicable laws, District regulations and department procedures.
2. Negotiate purchases and prices with vendors according to established guidelines; obtain informal written and verbal quotes.
3. Prepare agreements and contracts for special purchases; determine appropriate quantity and timing of purchase to obtain discounts.
4. Provide procurement information to college personnel; confer with department representatives to determine purchasing needs, specifications and areas of standardization.

PALOMAR COMMUNITY COLLEGE DISTRICT
Buyer (Continued)

5. Work with accounts payable personnel to follow up and ensure timely receipt and proper quality and quantity of orders; investigate and resolve problems.
6. Maintain appropriate records and current list of vendors; prepare a variety of records and reports.
7. Receive requests for repairs from College personnel; arrange repairs to all business and office related equipment.
8. Respond to vendor inquiries and meet with vendors as needed regarding orders and new products.
9. Follow up on purchase orders to ensure receipt of proper quality and quantity; track down and report status of requisitions and/or purchase orders.

Marginal Functions:

1. Notify vendors of District insurance and delivery requirements.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques used in purchasing.
Commodity markets, marketing practices and commodity pricing method.
Applicable laws, regulations, policies, and procedures governing the procurement process.
Methods and practices used in competitive bidding.
Types of supplies, materials, commodities, and services commonly used in community colleges.
Principles of accounting and receiving.
Modern office procedures, methods and computer equipment.

Ability to:

Assist in the analysis, evaluation and modification of purchasing methods and procedures.
Interpret and explain purchasing policies and procedures.
Maintain accurate purchasing and accounting records.
Prepare a variety of clear and concise reports.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

PALOMAR COMMUNITY COLLEGE DISTRICT
Buyer (Continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible clerical purchasing experience including experience in writing specifications.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.