



**Classification Title: Buyer**

<b>Department:</b>	Business Services (Purchasing)	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	21
<b>Supervision Received From:</b>	Supervisor, Purchasing Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	5/2024

*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 by individual positions.*

**JOB SUMMARY.**

Performs moderately complex to complex technical duties in purchasing a wide array of equipment, materials, supplies and services; provides customer-responsive, cost-effective and high-quality purchasing services for the District, consistent with applicable legal requirements.

**DISTINGUISHING CHARACTERISTICS.**

The Buyer is distinguished from the Senior Buyer by the former’s responsibility for performing a full range of purchasing duties, requiring assistance only occasionally for new or unusual situations. The Senior Buyer performs the most complex purchasing assignments including those where the purchase may expose the District to significant potential risk.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Receives, reviews and processes purchase requisitions and issues purchase orders for a broad array of materials, equipment, supplies and services from qualified sources; verifies compliance with pertinent laws, regulations, codes, policies and standards; confers with District administration and departments to obtain all necessary information and to resolve questions regarding requirements and specifications; reviews information to ensure it is complete, accurate and that order parameters are clear and understood.
2. Negotiates purchases and prices with vendors following established guidelines; obtains informal written and verbal quotes; prepares agreements and contracts for special purchases; determines appropriate quantity and timing of purchase to obtain available discounts; drafts purchase orders and agreement terms and conditions and interacts with appropriate administrators and District departments to ensure District needs are met and to ensure legality, accuracy and completeness; obtains appropriate approval signatures for purchase orders and contracts.
3. Works with Warehouse staff to monitor vendor delivery dates; identifies past due dates and contacts vendors to develop courses of action to expedite orders; works with Accounts Payable to ensure timely payment of invoices for receipt of goods; investigates and resolves problems.
4. Represents Business Services in interactions with customers, management, other District personnel and vendors on procurement matters; confers regularly with District administration, staff and committees regarding needs; receives, responds to, investigates and resolves customer or other procurement-related inquiries, concerns, complaints and problems, including Accounts Payable, invoice discrepancies, vendor relations, level-of-service issues and non-compliance with procurement policies, practices and procedures; interprets and explains applicable laws, regulations, codes and policies.

5. Establishes, develops and maintains positive supplier relationships; when appropriate, meets with vendors regarding new products and services within areas of assigned responsibility; studies comparative costs and evaluates quality and suitability of products or services; recommends methods of procurement consistent with District policies and standards; educates vendors regarding purchasing policies and procedures; identifies problems and issues, such as poor product quality and quantity shortages; notifies appropriate District departments of delays or supply issues; communicates with vendors and follows through to ensure problems are resolved.
6. Researches, reviews and prepares reports on a variety of purchasing activities; maintains detailed and comprehensive purchasing records and files.

**Marginal Functions:**

1. Attends a variety of meetings, training sessions and conferences as assigned.
2. Collects taxpayer identification information and insurance documentation as required.
3. Receives requests for repairs from District personnel; arranges repairs to business and office-related equipment based on service agreements.
4. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Three years of purchasing experience.

**Education/Training:** Equivalent to the completion of the twelfth grade.

**Preferred Qualifications:**

- College-level coursework in business administration, procurement or a related field from an accredited college or university.
- Professional Designations/Certifications: Work towards, or completion of, a Certified Professional Supply Manager (CPSM) Certified Purchasing Manager (CPM), Certified Purchasing Professional (CPP) or other comparable designation.

**Knowledge of:**

1. Principles, practices, rules and regulations related to public-sector procurement, including competitive bidding procedures.
2. Sources and types of products, commodities and services used by a community college.
3. Commodity pricing methods.
4. Federal and state laws, codes, regulations, and District policies and practices pertinent to areas of responsibility.
5. Principles, practices and techniques of drafting purchase contracts and agreements.
6. Methods of conducting product and vendor research.
7. Operations and functions of enterprise financial systems applicable to purchasing and accounts payable.
8. Principles and practices of sound business communication.
9. Modern office practices, procedures and equipment including computers and applicable software programs.

**Skill in:**

1. Analyzing and evaluating bid proposals, purchase requisitions and other purchasing-related documents.
2. Communicating clearly and effectively, both orally and in writing.
3. Understanding, interpreting, explaining and applying applicable laws, codes and ordinances.
4. Analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Presenting technical information clearly, logically and persuasively.
6. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
7. Operating a computer and standard business software.
8. Making arithmetic calculations quickly and accurately.
9. Exercising tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Conducting vendor and product research.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with vendors, contractors, consultants and others encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for long periods and repetitive use of hands for extensive use of keyboards.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.