



**Classification Title: Senior Buyer**

<b>Department:</b>	Business Services (Purchasing)	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	24
<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 varied and complex specialized and technical purchasing responsibilities for a variety of materials, supplies, services and equipment in accordance with established standards, policies and all applicable legal requirements; oversees the administration of all maintenance, service and other yearly agreements; provides lead work direction in the absence of the Supervisor, Purchasing Services to lower-level staff as needed.

**DISTINGUISHING CHARACTERISTICS.**

The Senior Buyer is distinguished from Buyer by the former's responsibility for performing complex purchasing duties, including overseeing administration of all maintenance, service and other yearly agreements and provides lead work direction to staff in the absence of the Supervisor, Purchasing Services.

**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 for a broad array of materials, equipment, supplies and services for the District and for the North County Purchasing Consortium; verifies compliance with pertinent laws, regulations, codes, policies and standards; confers with administration and departments to obtain all necessary information; resolves questions regarding requirements and specifications; reviews information to ensure it is complete, accurate and order parameters are clear and understood; negotiates, administers, amends, extends and terminates a variety of agreements; researches, reviews and prepares reports on a variety of purchasing activities; maintains detailed and comprehensive purchasing records and files.
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 purchases to obtain appropriate 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. Assists in planning and organizing bidding and contracting activities including development, ensuring that all applicable legal and contractual provisions are included; works with requestors to draft highly technical and specialized proposal specifications; coordinates the processing of public notices; conducts bid openings; analyzes and evaluates responses according to conformance with requirements; verifies licensing and references; in accordance with applicable laws,

policies and procedures, recommends awarding of purchase orders to appropriate bids that ensure maximum cost effectiveness and minimal legal liability to the District.

4. Works with warehouse staff to monitor vendor delivery dates, identifies past due dates and contacts vendors to develop a course of action to expedite orders; works with Accounts Payable to ensure timely payment of invoices of receipt of goods and investigates and resolves problems, inquiries and discrepancies.
5. Represents department in interactions with customers, administration, other District personnel, legal counsel, vendors and outside government agencies on procurement matters and legal requirements; regularly confers with District employees and committees regarding needs; provides technical expertise and guidance on standardization of products; responds to, investigates and resolves customer or other procurement-related inquiries; may assist Accounts Payable with invoice discrepancies; interprets and explains applicable laws, regulations, codes and policies; confers with peers in other governmental agencies on county purchase agreements, surplus materials, specifications, manufacturing and pricing.
6. Establishes, develops and maintains positive supplier relationships; when appropriate, meets with vendors regarding new products and services; studies comparative costs and evaluates quality and suitability of products or services; estimates costs for fund encumbrance; 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.
7. Oversees administration of all maintenance, services and other related yearly agreements.
8. Researches, reviews and prepares reports on a variety of purchasing activities; maintains detailed and comprehensive purchasing records and files.
9. Reviews requisitions for correct account numbers and pricing; delegates buying assignments to staff.

**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. Notifies vendors of District insurance and delivery requirements.
4. Recommends changes to procurement procedures; assists in implementing new purchasing processes and creates documentation.
5. Assists in training other procurement staff on purchasing policies and procedures and the use of specialized software; advises staff on purchasing regulations.
6. 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:** Five years of purchasing experience.

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

**Preferred Qualifications:**

1. College-level coursework in business administration, procurement or a related field from an accredited institution.

2. 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 district.
3. Commodity pricing method.
4. Types of supplies, materials, commodities and services commonly used by community colleges.
5. Federal and state laws, codes and regulations and policies and practices pertinent to areas of responsibility.
6. Principles and practices of public administration, including contracting, purchasing and maintenance of public records.
7. Principles, practices and techniques of drafting and administering complex purchase contracts.
8. Methods of conducting product and vendor research.
9. Operations and functions of an enterprise financial system applicable to purchasing and accounts payable.
10. Principles and practices of sound business communication.
11. 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. Providing work direction to lower-level staff as needed.
4. Understanding, interpreting, explaining and applying applicable laws, codes and ordinances.
5. Analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
6. Presenting technical information clearly, logically and persuasively.
7. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
8. Operating a computer and standard business software.
9. Making arithmetic calculations quickly and accurately.
10. Exercising tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Efficiently conducting vendor and product research.
12. 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.
13. Establishing and maintaining effective working relationships with 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.