

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

BUYER/CONTRACT SPECIALIST

SEIU Local 1021 Salary Range 114

Job Code: 1016

CLASS PURPOSE

Under direction of the Director of Purchasing Services, performs a variety of professional level duties pertaining to the purchases of goods and services for the District. Purchase materials, supplies, equipment and services in accordance with all applicable laws, regulations and district policies; analyze quotes and sources of supply for best quality, price and/or value. Assist with establishing and/or interpreting the design of purchasing related contracts; manage and monitor District-wide purchase related contracts. Assists in compiling and preparing contract bid documents; establishes and maintains contract records and ensures compliance with contractual terms and conditions. Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This paraprofessional classification responsible for equipment, supply, and service purchases while possessing and maintaining a significant level of comprehension in regards to contract analysis and administration for all Public Works and District-wide related matters including but not limited to preparation of formal and informal solicitation documents to comply with various laws. This class is distinguished from the District's Buyer position with the focuses on the technical aspect for public works and District-wide contracts, which involve the integration of many diverse elements including cost, specifications preparation and review, bids review, interpretation of data, project management and communication skills, contract development and administration, and consortium projects and purchases.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for all aspects of the procurement process including preparation of quote analysis, source and prequalify suppliers, evaluate material and services, database maintenance, file management, invoice issue resolution, and audit support.
- Prepare and review detailed specifications for bids and proposals; tabulate and analyze data; recommend award; may assist with establishing agreements for commodities or services in which competitive bidding is not appropriate.
- Prepare purchase orders for equipment, supplies and services necessary for the operation of the District.

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- Confers with user departments to provide information regarding available options, availability of items and performance of goods and services.
- Obtain information concerning products, services, delivery dates and vendors through product research which may include interviewing sales representatives, reading and understanding product literature, reviewing products, attending product demonstrations and seminars.
- Perform reference checks on contractors/vendors recommended for award of contracts as required.
- Works closely with District General Counsel to review service contract language and content as needed
- Prepare and submit purchasing related contract documents for executions by all parties involved.
- Perform complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, Contractor's State License Board, prevailing wage laws, etc.) Make recommendations based on outcome of research.
- Prepare, process, and administer service and independent consulting contracts; provide training and guidance to staff as may be required.
- Review service and independent consulting contracts for basic requirements and determine necessity of Board approval or ratification.
- Assist in analyzing departmental activities and documents for compliance with district policies and governmental rules and regulations; prepare a variety of documents and material such as public works contracts, interrogatories and easements.
- Coordinate with other district employees, departments, general counsel, insurance representatives, consultants, inspectors and others to coordinate activities, exchange information and facilitate purchasing and contracts operations; attend various meetings and participate on committees as required.
- Monitor compliance to contract requirements ensuring all conditions are satisfied before approval of the final invoice.
- Establish and updates records of all correspondence related to contract activity.
- Prepare a variety of correspondence, statistics, reports and documents; maintain a variety of files and records.
- Prepare professional level analysis and other duties as required/assigned.
- Develop and issue competitive bid packages using RFQ/RFP process and monitor changes.
- Provides information and assistance to vendors and district personnel.

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- Obtains information through service and product research that includes interviewing sales representatives, reading and understanding product literature, reviewing products, attending product demonstrations and seminars.
- Assists Manager in updating and maintaining the District Purchasing Manual and other reference materials.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Four (4) years of experience performing accounts payable and/or purchasing, including experience in the supervision and training of a purchasing staff, buying, and the administration of an automated purchasing system. Experience in fixed asset inventory, stores inventory, and purchasing database maintenance. Demonstrated skill in business math, financial record keeping and auditing principles and procedures and/or any combination of training and/or experience that could likely provide the desired knowledge and abilities to perform the duties of the job.
2. Demonstrated proficiency in the operation and use of office productivity software for word processing, spreadsheet and database management and presentation software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint) utilizing personal computers, internet browsers, websites and E-mail
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- A Bachelor's Degree from an accredited college or university in Business Administration.
- 5 years of purchasing experience.
- Experience working with Oracle/PeopleSoft purchasing modules, or a similar enterprise procurement system.
- Experience buying a variety of high volume and high value goods or services.
- Possess professional customer service techniques
- Knowledge of:
 - Methods, procedures, and regulations used in Community College District purchasing operations.
 - The administration of the purchasing process.
 - Sources of supplies, materials, and equipment used in a Community College District.
 - California Education and Contracts codes related to purchasing.
 - Budget development, financial record keeping, and auditing principles and procedures.
 - Automated purchasing system and requisition system.
 - Principles and practices of purchasing, including the preparation of specifications, evaluations and awarding bids.

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- Modern purchasing methods, practices and ethical governmental procurement policies and practices.
- Ability to:
 - Acquire materials, supplies, and services in a timely and economical manner.
 - Establish and foster a cooperative working environment.
 - Perform duties in a professional and businesslike manner to vendors, District Staff, and College representative.
 - Meet deadlines and perform multitask assignments with interruptions.
 - Communicate effectively both orally and in writing.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

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