

PERALTA COMMUNITY COLLEGE DISTRICT - May, 2000

CLASSIFIED JOB DESCRIPTION

**BUYER
(SEIU Local 1021 Salary Range 105)
Job Code: 526**

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. Through planning, organization, and utilization of automated systems, ensures accurate, timely and cost effective support of the District in obtaining equipment, supplies, materials, and services.

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.
- Develop and issue competitive bid packages using RFQ/RFP process and monitor changes.
- Writes and prepares formal bids for items in accordance with Education Code and Board Policy.
- Writes and prepares clear and precise specifications describing goods or services desired and may negotiate agreements for commodities or services for which competitive bidding is not appropriate.
- Prepares purchase orders for equipment, supplies and services necessary for the operation of the District.
- Maintains and updates paper and electronic purchasing documents.
- Provides information and assistance to vendors and district personnel.
- Responsible for change, orders and cancellation notices.
- Confers with user departments and provides information regarding available options, availability of items and performance of goods and services.
- Obtains information concerning products, services, delivery dates and vendors. Solicits bids and quotes from vendor and places orders.
- Obtains information through service and product research that includes interviewing sales representatives, reading and understanding product literature, reviewing products, attending product demonstrations and seminars.
- Prepares bid tabulations, evaluates bids and proposals and makes recommendations for contract awards.
- Chairs pre-bid meetings and bid openings.

Job Description: Buyer

- Assists Manager in updating and maintaining the District Purchasing Manual and other reference materials.
- Performs professional level analysis and recommends District cost savings measures.
- Prepares letters, reports, and memoranda.
- 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.

Job Description: Buyer

- 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 reflective of a Community College District supervisor.
 - 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.

Revised: N/A