CLASS SPECIFICATION
Senior Buyer

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under direction, independently performs varied and complex specialized and technical purchasing responsibilities for a variety of materials, supplies, services and equipment in accordance with District standards and policies and all applicable legal requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Buyer is the advanced journey-level class in the procurement job family. An incumbent independently performs varied and complex duties in purchasing a wide array of equipment, materials, supplies and services. An incumbent is expected to provide customer-responsive, cost-effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

Senior Buyer is distinguished from Buyer in that an incumbent in the former class typically carries out the more complex purchasing assignments that generally meet the following characteristics: the materials, supplies, services or equipment are very technical and specialized and require research to establish specifications, a process that consists of interdependent, multiple steps.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives, reviews and processes purchase requisitions for a broad array of materials, equipment, supplies and services; verifies compliance with pertinent laws, regulations and codes and District policies and standards; confers with management and departments to obtain all necessary information and to resolve 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; monitors vendor delivery dates, identifies past-due dates and contacts vendors to develop a course of action to expedite orders; researches, reviews and prepares reports on a variety of purchasing activities; maintains detailed and comprehensive purchasing records and files.

2. Develops RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the District’s interests; works with requestors to draft highly technical and specialized proposal specifications; solicits vendors and prepares and distributes RFP and RFQ schedules, proposal documentation and advertising announcements; determines bidders lists and other informational requirements; conducts public response openings; handles and resolves RFP and RFQ
inquiries and discrepancies; 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.

3. Represents department in interactions with customers, management, other District personnel, legal counsel, vendors and outside government agencies on procurement matters and legal requirements; regularly confers with department heads, staff 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; facilitates inspections, products substitutions, problem resolution and standardization by arranging and participating in conferences between suppliers and staff; arbitrates performance claims and initiates solutions to resolve disputes; 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.

4. Within level of authority, negotiates, administers, amends, extends and terminates a variety of agreements and major purchase orders; drafts and negotiates purchase order terms and conditions and interacts with appropriate management and District departments to ensure District needs are met and to ensure legality, accuracy and completeness; as assigned, monitors and evaluates purchase order compliance; assesses, identifies and facilitates complete resolution of non-compliance issues; obtains and verifies liability and workers compensation insurance certificates.

5. Establishes, develops and maintains positive supplier relationships; when appropriate, researches, assesses and identifies new or better sources of supply for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals; determines the best source of supply and reliability of vendors; studies comparative costs and evaluates quality and suitability of products or services; estimates costs for fund encumbrance; recommends methods of procurement consistent with District methods and policies; educates vendors regarding purchasing policies and procedures; identifies problems and issues, such as poor product quality and quantity shortages, communicates with vendors and follows through to ensure problems are addressed.

6. Reviews daily buy-out requisitions for assigned commodities; verifies proper approval; reviews specifications for products or requirements; recommends alternatives based on need, cost and reliability; develops complex and technical specifications for purchases and solicit quotations and bids; negotiates prices with multiple vendors.

OTHER DUTIES

1. Attends a variety of meeting, training sessions and conferences as assigned.

2. Recommends changes to procurement procedures; assists in implementing new purchasing procure and creates documentation, such as training manuals and on-line information assistance.

3. Trains other procurement staff on purchasing policies and procedures and the use of specialized software; advises staff on purchasing regulations.
QUALIFICATIONS

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. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
4. Operations and functions of the District’s enterprise financial system applicable to purchasing and accounts payable.
5. Principles and practices of sound business communication.
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 and enforcing contract provisions.
8. Methods of conducting product and vendor research.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Analyze and evaluate bids and proposals, purchase requisitions, specifications and other purchasing-related documents.
3. Efficiently conduct vendor and product research.
4. Draft concise, comprehensive proposal specifications for highly technical products and services in collaboration with requestors.
5. Communicate clearly and effectively, both orally and in writing.
6. Understand, interpret, explain and apply applicable laws, codes and ordinances.
7. Present technical information clearly, logically and persuasively.
8. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
9. Operate a computer and standard business software.
10. Make arithmetic calculations quickly and accurately.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with District management, staff, vendors, contractors, consultants and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is completion of two years of college-level coursework in procurement, public administration, business administration, finance or a closely related field; and three years of progressively responsible experience purchasing items similar to those purchased by the District; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, vendors, contractors, consultants and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.